



ACCIDENT REPORTING

What to Look For, and How to Report

WORKPLACE ACCIDENTS

Common Accidents

- Scrapes, bumps, and bruises
- Missing Items
- Building Damage
- Vehicle Accidents

Uncommon Accidents

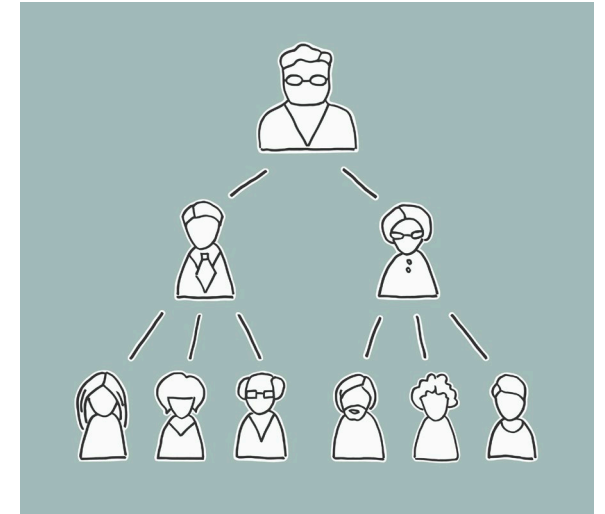
- Lacerations
- Missing Children/Persons



WHO SHOULD KNOW?

Follow the Chain of Command:

- Employees should notify their Supervisor, Manager, Director, or Manager on Duty (MOD) if Holiday or Weekend.
- Supervisors/Managers/Etc., will notify Security Base
- Security Base will contact appropriate personnel
- Secure the scene as much as possible and if it is safe remain there until personnel respond.



WHAT INFORMATION SHOULD I REPORT?

Only report the facts, speculations should be left out

Only report **relevant information**, if it is not about the situation, it is not needed

Provide pictures if possible

Provide what led up to and after the event/incident

Gather as much information as possible

If further information comes up, please provide it, as soon as possible

