

Incident Response (with or without resulting injuries)

These general procedures shall be followed during and after an incident. If the employee's supervisor and/or the Safety Director are not available, the employee shall work with either Scott Pidgeon or Ken Pidgeon to complete these requirements.

1. Initial Corrective Action - Take corrective action to stabilize the incident to prevent further injury or damage. Where appropriate, respond with first aid and notify the police, rescue, fire department, etc. Where applicable, follow the Emergency Response Plan developed for the project or site (i.e., specific plans are applicable at IBM, VT Air National Guard, etc.). *In general, you should call 911 if the thought of calling enters your mind (i.e., if it is even a slight consideration then it is warranted and should be called).*
2. Report incident to supervisor - The *on-site field* supervisor, with input from the employee, will decide whether the incident needs to be addressed further (steps 3, 4, 5, 6).
3. On-Site Field Supervisor Responsibilities
 - a. The Supervisor shall notify the Safety Director immediately (upon stabilization and First Aid Response) for all incidents requiring First Aid or other medical response.
 - b. The Supervisor shall notify the Safety Director immediately on all incidents involving damage to Company equipment or private property.
 - c. The Supervisor will discuss additional notifications and corrective actions with the Safety Director.
 - d. The Supervisor shall notify the owner of damaged property if the property owner was not aware of the incident. Verify with the Safety Director prior to this notification. This notification may need to be done through the office.
4. Medical Attention – Except in emergencies, medical attention shall be coordinated with and approved by the Safety Director.
5. Incident Report - The employee involved in the incident shall submit an incident report to the Safety Director, by the end of the next business day.
6. Follow Up - The employee involved in the incident shall meet with Scott and Ken to discuss the incident. Scott and Ken will consider disciplinary action when appropriate.