

## REPORTING AN INJURY ACCIDENT

### **Steps to Reporting an Injury Incident**

- 1) If the injury is a serious life threatening injury, contact and activate the Emergency Medical System (EMS) for the job site. How to activate the EMS should be explained to in site-specific training. Post this information on the Job Data Blue sheet and keep it handy at the recorder. Axiom Medical Consulting must be contacted as soon as the EMTs arrive and start treating the injury.
- 2) Minor and non-life threatening injuries, contact Axiom as quickly as possible.
- 3) HOTWORK-USA must be notified as quickly as possible after Axiom by the injured or another in the event the injured cannot. Contact the Safety Coordinator or whomever is on the duty phone.
- 4) Notify the plant contact as soon as possible.
- 5) Have copies of all papers and documents sent the HOTWORK-USA Safety Coordinator.

### **AXIOM MEDICAL CONSULTING, Phone: (281) 419-7063**

Axiom is a consulting firm that works with employees, employers, and doctors to make sure injuries are treated correctly. Their staff is made up of Doctors and Registered Nurses who specialize in industrial accidents and injuries. Employees of HOTWORK-USA are required to follow the directions of Axiom representatives.

### **REPORTING AN ACCIDENT**

Accidents must be reported as soon as possible no matter how minor they are. This includes injury, vehicle, near miss, job related illness and damage to property incidents. A written first report of incident must be filled out and sent to the Hotwork Safety Coordinator as soon as possible and no later than 24 hours after the incident occurs. Contact the Safety Coordinator if you do not have a copy of this form.

It is important all employees follow this procedure in the event of an accident.

If injuries are reported to a supervisor or the manager on after hour duty, that person is to call Axiom and report or follow up on the injury as soon as possible.