

NON-EMPLOYEE ACCIDENT REPORTING

(Includes auto accidents, property damage, and customer accidents)

1. Decide if the accident is serious and if medical attention is required. Determine if anyone is with the injured person. If so, ask if they want an ambulance dispatched. If person is alone, have an ambulance dispatched. In either case, stay with the injured person while someone is dispatched to dial for ambulance service. If person is alone, try to notify family of what is happening.

Have phone call made by someone calm enough to give police the following data:

- a. Who is hurt.
- b. Extent of injury.
- c. Store location.
- d. Supervisor's name (contact person).
- e. Phone of location calling.
- f. The location in the warehouse of the accident.

Have them keep phone line open for emergency calls. Send someone to wait for the ambulance at entrance to guide ambulance crew to scene of accident.

2. If injury is not serious and the injured person can be transported to the hospital by car, ask if they have someone with them who can handle the situation. If not, notify the family to arrange transportation or their emergency contact. If the person is a temporary employee, contact the agency before releasing to the hospital.
3. If the injured person does not require immediate attention at a hospital emergency room, the supervisor in charge should advise them we will immediately contact our insurance carrier.