

# KCA TOOL BOX TALK: Accident Checklist



TEAMWORK  
IMPROVES SAFETY

Company \_\_\_\_\_

## Signatures

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### **Non-Emergency:**

- ✓ Provide First-Aid and then refer employee to doctor for treatment
- ✓ Contact supervisor and report incident
- ✓ Report to Safety Team if it was a serious "near miss"

### **Emergency:**

- ✓ Contact 911 or Emergency Personnel
- ✓ Provide First-Aid as qualified and needed
- ✓ Prepare for arrival of emergency personnel and transportation of employee
- ✓ Contact Management and Safety Personnel
- ✓ Preserve the scene of the incident (caution tape and disturb as little as possible)
- ✓ Maintain integrity of witnesses (individual reports)
- ✓ Take pictures
- ✓ *Issue no statements* to anybody but law authorities until Safety Personnel arrive

### **Evacuation Action (including drills):**

- ✓ Proceed to foreman's vehicle or site specific designated area
- ✓ Assist anybody needing personal assistance (unless it endangers your life)
- ✓ Make presence known to management
- ✓ Do not leave site until instructed

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***Teamwork Improves Safety!***

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