

**Procedure for Injury Investigation
Following a Serious Injury
202**

1. Determine if the employees' family should be notified:
 - a. Can the employee speak with the family to reassure them of their status?
 - b. Does the family need transportation to the hospital or other assistance?
2. The injured employee will be transported to the Hospital Emergency Room where they will be met by a company representative (whenever possible).
3. The Supervisor/Foreman will determine that the other employees are out of danger and will secure the area.
4. Alcohol and Drug Testing will be required for any recordable injury.
5. A replacement for the Supervisor/Foreman shall be contacted so he/she can immediately concentrate on the investigation. Contact the Office and advise of the situation.
6. An accident investigation will begin.
7. Interview all persons who were involved in or witnessed the injury. Each person shall be interviewed separately and privately. Following all interviews, assemble the entire group and review incident in its entirety.
8. Samples may be taken and labeled. Pictures and diagrams of the incident may be drawn. Use whatever tools will record an accurate record of the injury and its cause(s).
9. Would employees benefit from Employee Assistance Program (EAP) support following this injury? If so, arrangements shall be made.
10. The results of the investigation shall remain on file.