

SECTION C - HANDLING OF EMERGENCIES

Judgment is a key factor in the handling of an emergency. Employees are expected to exercise their best judgment based on circumstances. Naturally, the first thing to do when an accident occurs is to ensure that proper medical treatment is provided.

The following is a list of guidelines to follow; however, if there is any question whatsoever about the seriousness of an injury, call for help!

- A. Call the appropriate emergency service (medical, fire, police, rescue), dial 9-1-1, or call your Foreman or Director on your two-way radio (See Appendix, Form #1).
- B. Ensure that the victim and other individuals, including you, are in no danger of being further injured.
- C. See to it that first aid is provided by a qualified individual.
- D. Notify your supervisor/foreman/Department Head.
- E. Follow reporting and investigation requirements, as outlined in *Section D, Accident and Incident Reporting*, of this Safety Manual.
- F. Contact your Employee Assistance Plan (EAP) if you would like counseling referral services, crisis assistance, legal and financial consultations, and care resources. Your EAP is available 24 hours a day, 365 days a year, for you and anyone in your household. **1-800-759-8122**

