



Accident / Incident Notification and Investigations

All near misses and unsafe conditions, injuries and illnesses, vehicle accidents, fires, chemical and environmental spills and property damage, no matter how minor, **MUST be reported immediately to your Supervisor and Safety Director**, so that appropriate procedures may be followed and treatment promptly rendered.

All incidents MUST be documented using a Winger Companies Accident Investigation reports and submitted to the Safety Director. All reports MUST include:

- ✦ Description of the near miss, incident / accident.
- ✦ Description of the injury.
- ✦ Cause or causes of the accident / incident.
- ✦ Corrective actions to be taken to prevent re-occurrence.
- ✦ Photographs, if necessary.
- ✦ Witness interviews.

The following general guidelines must be followed when faced with a situation requiring an accident / incident investigation:

- ✦ Investigate any injury, near miss, or property damage incident.
- ✦ **DO NOT** disturb the accident site until an adequate review has been conducted.
- ✦ Take photographs (where allowed), to document as much of the accident scene as possible.
- ✦ If you are injured on the job, you must be escorted by Winger personnel or ambulance for medical treatment.
- ✦ **DO NOT go to your own doctor on your own.** Winger will arrange for the proper medical treatment if necessary.
- ✦ Begin the incident investigation as soon as possible after notification. Ensure that proper medical treatment for any injured employees has been provided. The affected employee's immediate supervisor/foremen SHALL conduct the incident investigation.
- ✦ Complete the applicable incident investigation reports (Winger Incident Form and First Report of Injury and/or Motor Vehicle Report if applicable) on the same shift the incident occurs. If it is not possible to complete the reports on the same shift, it should be completed no later than 24 hours after the incident.
- ✦ Forward completed Incident Investigation Report Forms to the Winger Safety Director for review and follow-up.
- ✦ Incident reports are used in a positive manner to educate our employees how to reduce hazards in the workplace.

Vehicular Accidents

If you have an accident:

- ✦ **Stop immediately.** If possible, pull onto the shoulder or side of the road safely.
- ✦ Take immediate action to prevent further damage at the scene of the accident. Place warning signals promptly and properly.
- ✦ If anyone is injured, call **911** immediately. Stay calm and give the emergency operator as much information as you can about the accident.
- ✦ Don't leave the scene.
- ✦ **DO NOT** argue at the scene of the accident. Be courteous. Show your driver's license willingly.
- ✦ Secure and record all facts and pertinent information including other driver information and license plate numbers of the vehicles at the scene of the accident.
- ✦ Secure the names and addresses of any witnesses to the accident.
- ✦ **DO NOT** discuss the accident with anyone except the police officer, Winger supervision, or our company insurance representative.
- ✦ **DO NOT** sign any papers or forms except for the police report and Winger accident forms.
- ✦ Call your Supervisor and Safety Director immediately for any property damage or bodily injury accidents.
- ✦ Complete the Winger Iowa DOT Accident Form and submit to the Safety Director.

Meeting Date: _____
Supervisor: _____

Trainer: _____
Location: _____

Attendees: (Please print clearly)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Accident / Incident Notification and Investigations Quiz

(PLEASE CIRCLE OR FILL IN THE CORRECT ANSWER)

- 1. All incidents and near misses, no matter how small, must be reported _____ to your foreman/supervisor, and
Winger Safety Director.
- 2. If an injured employee needs medical treatment, they shall be transported by another Winger employee or ambulance to the designated location.
 - a. True
 - b. False
- 3. It is ok for an employee to go to their own doctor and not report an injury.
 - a. True
 - b. False
- 4. A Winger Incident Form and First Report of Injury or Illness Form and/or Motor Vehicle Report if applicable, must be completed on the same shift or within _____ hours of notification of incident.
 - a. 26
 - b. 48
 - c. 24
 - d. 10
- 5. Incident investigation must be done after:
 - a. Notification
 - b. Once injured is at the clinic.
 - c. Same Shift.
 - d. Whenever you get time.
- 6. If you have a vehicular accident, you need to:
 - a. Stop Immediately
 - b. Pull to side of road safely
 - c. If someone is injured, call 911
 - d. Get license plate numbers of vehicles at the scene
 - e. Don't leave the scene
 - f. All of the above
- 7. All incidents must include which of the following documentation:
 - a. Description of the near miss incident/accident
 - b. Description of the injury
 - c. Cause of the accident/incident
 - d. Corrective actions to be taken to prevent accident in future
 - e. Photographs and witness interviews
 - f. All of the above



Printed Name: _____ Trained by: _____

Signature: _____ Trained by Signature: _____

Date: _____ Location: _____