

# What To Do in Case of An Accident UPDATED 2019

Even companies with the best safety records know they need to be prepared and have a well-developed plan of action to follow should the unlikely event of a serious, or even catastrophic, accident occur.

Being prepared means having immediate access to the necessary support to ensure that the best possible care is readily available, it also means making certain that all parties in the company know what to do and when it should be done.

It is important to read and understand the laws that are in place regarding accident reporting and the availability of medical services and first aid. These regulations include CFR 1904.3 "OSHA Reporting," and CFR 1926.50 "Medical Services and First Aid."

To assist NATE members with developing their own accident contingency plans, the NATE Board of Directors and Safety & Education Committee have developed the following list of suggestions. This list is not intended to be an exhaustive compilation of all possible actions, but is intended to act as a guideline for member companies to develop their own plan of action. The items below are not presented in any particular order.

## Emergency Checklist

1. Check the injured individual(s) immediately and assess his/her condition. Apply first aid, if necessary.
2. Call the nearest Emergency Medical Services (EMS), if necessary. As per your company safety program, make certain that all crew members are capable of giving clear directions to the site, and that all crew members have easy access to the EMS phone number. Site directions and the EMS phone number must be easily and readily accessible to all crew members.
3. After calling the EMS, phone the home office and give them as much detail as time allows. An office representative will fill out the required forms.
4. Secure the site so that nothing related to the accident is moved by anyone until the investigation is complete.
5. Before the EMS leaves, be sure that you have their company name and know where they are taking the injured individual(s).
6. The home office should appoint a temporary spokesperson. Only the spokesperson is allowed to make any statements.
7. OSHA and police officials have the authority to question witnesses. Refer to your company policy for guidance. If the police do not arrive to secure the site, then a company representative should remain there.
8. Take pictures of the accident site as soon as possible following the accident, making certain to include any equipment involved, the perimeter and entrance facing the accident scene, and close up pictures of any important items.
9. Office personnel will contact the families of the individual(s) involved in the accident when they have enough information to pass along. How to tell loved ones is a delicate situation, and, if deemed appropriate, clergy may be preferred. Under no circumstances should employees contact family members of other employees.
10. Office personnel must advise the insurance carrier of the accident. This will enable the insurance company to begin its own investigation procedures.
11. The office needs to determine who is going to conduct the company's investigation and if that person is not on site, then they need to be mobilized immediately.
12. The office needs to develop a file on the accident containing all photos taken at the accident scene, copies of all witness reports, copies of all initial written documents, copies of all files concerning personnel at the accident site, copies of all information used on the site, and copies of all contracts, job orders, and correspondence concerning the site.
13. The customer, tower owner, and landowner may need to be contacted per your company policy and/or contract. A company representative should interview witnesses and involved personnel and gather all relevant information.
14. If OSHA conducts interviews, the company representative must obtain permission from the employees to be in attendance (this may vary from state to state, so check with your attorney). Employees may be asked to sign a statement and/or note taken by an OSHA representative. Advise your employees that they are under no obligation to sign anything. If, however, they do choose to sign, then encourage them to review their statement carefully, and remind them that they are entitled to ask for a copy. Additionally, if the employee so chooses, he or she may provide a copy to their employer.
15. No work should be continued until all necessary information has been gathered, and the safety of the work site confirmed.
16. A company may provide counseling before returning to work. ■

*PLEASE NOTE: NATE maintains a list of law firms who have experience involving a wide variety of tower industry and labor related issues. In addition to assisting with issues that arise in the day-to-day operations of the Association, these firms are available for hire by member companies as industry-related and company specific legal concerns arise. Please contact the NATE office at **605-882-5865** or **nate@natehome.com** to receive a listing of these law firms.*