



Technology for Better Buildings

Office or Job Site Accident Procedures

In the event of an injury accident at an office or on a construction job site, everyone should observe the following procedures:

1. To the degree that you are qualified, administer first aid to anyone requiring it as a result of the accident ASAP. In the event of an electrical injury, make sure the electrical power source is disconnected before approaching the individual. If the electrical power source disconnect is not immediately available, use a length of dry wood, rope, blanket, or similar non-conductive material to pull the victim loose. In an automobile accident, shut off the ignitions of all vehicles involved or in close proximity to the crash site. If the accident involves a chemical spill or a confined space entry, contact a person knowledgeable in these situations before attempting any rescue or first aid procedures.

NOTE: If there is any possibility of back or head injury DO NOT move the individual unless there is a chance of further injury at that location.

2. Send someone or personally call for police and emergency medical care if required. If possible, make sure someone stays with the injured individual for reassurance and to observe for signs of shock or other complications. If you start C.P.R. procedures, do not stop unless the person revives or a medical authority pronounces the victim beyond help.
3. When placing a call for emergency help, be calm, clear, and concise in your description of the emergency situation. Be sure to give accurate directions to the accident site even if you have already stated the address. Always stay on the phone until the operator states that you have given enough information or until the operator hangs up.
4. Note the time of the accident. It may be valuable for medical information and will be required on the accident reports.
5. If the accident involves a company vehicle, call for police and complete a police accident report.
6. Do not discuss motor vehicle accident details with bystanders or participants. Only confirm that everyone is OK. Describe accident details only to the attending police officer and the company accident investigator for your department.