

Accident (you get the call)

1. Employee operating a manlift
2. Caller unsure of circumstances and status of employee
3. 911 was called
4. Provide Assistance to injured employee(s)

What Agencies / Investigators Will Respond

- Fire Department and/or emergency response team
- Police and/or Sheriff Department (CHP?)
- District Attorney's Office
- OSHA

Other Agencies / Investigators

- Company's insurance carrier investigator (general liability and workers' comp.)
- Investigators of General Contractor and/or developer

What's Next?

Review company's action plan or consider following actions:

Contact designated management employees

Assemble onsite team as soon as possible

Possible Team Members

- Safety Manager
- Foreman(s)
- Superintendent(s)
- Project Manager
- Officers
- Attorney (?)

Counseling

- Arrange for counseling

Gain Control of Worksite

- Restrict access to worksite
- Management remains at worksite
- Do not alter accident location (or remove anything)
- Remove signage / trucks? (media)

Brief General Meeting

- Crew instructed to leave worksite (but will be kept informed regarding status of injured personnel)
- Do not discuss incident with anyone
- Do not speculate regarding facts/firsthand knowledge
- When to report back to work (if known)
- Counseling will be available

Additional Notifications

- Notify Cal/OSHA
- Notify general liability insurance and workers' compensation carriers

Media Relations

- Allow media in a safe location – away from employees
- Do not speculate (first report may include errors)
- Unemotional honesty (trying to figure-out how the accident occurred)
- Personal appearance/demeanor (representing company)

Media Relations (Continued)

- Brief factual overview (“at this time, we know that one of our carpenters fell and was injured”)
- Never state “No Comment”
- Do not reference employee names (family notification)

Preparation for Inspections

- Contact counseling
- Public agency investigators referred to "Key Person"
- Accident investigation by whom? (experts necessary?)
- Decide where/when employees will meet
- General jobsite clean-up
- Privileged report (no treasure maps)

Continuing Preparation

- General meeting; what to expect
- Discuss potential interviews (rights, honesty, no speculation)
- Employee interviews (privileged)
- Coordinate timing of employee interviews with investigators (including Cal/OSHA)

OSHA Normal Inspection Procedure

- Introduction
- Identifying employer's onsite management representative
- Opening conference
- Walk around
- Exit and/or closing conference

Authority of Inspection

- Interview employees
(in private)
- Photographs and/or
measurements, etc.

Do's and Don'ts During Inspections

■ Do's

- Reasonable assistance
- Courtesy

■ Don'ts

- Do not speculate
- ok to state "don't know" if "don't know"

Summary of Accident Investigation

- Dealing with injured employee
- Dealing with crew
- Counseling
- Who is in charge
- Document preparation
- "Speculation"
- Attorneys