



Garco Construction Inc.



FIELD--INCIDENT RESPONSE PROTOCOL

In the event of an incident on the project site, INJURY, VEHICLE ACCIDENT, PROPERTY DAMAGE, ENVIRONMENTAL RELEASE, the following protocol must be initiated and followed.

Superintendent: _____ Cell # _____
 Foreman: _____ Cell # _____
 Project Manager: _____ Cell # _____
 Safety: _____ Cell # _____
 Garco Media Contact: _____
 Garco Office: **509-535-4688**

Preferably, an "Incident Response Team" will be mobilized and en route to your location in a reasonable amount of time to relieve or assist the field team. If this is not possible, you will be directed as how to proceed until assistance arrives.

- ☞ Notify **SAFETY** and your **PROJECT MANAGER** within 15 minutes of the incident
- ☞ Project Manager is to notify the CEO, President, or Vice Presidents immediately upon learning of the incident.
- ☞ Stop work and secure the incident scene-(do not move anything unless it is creating additional hazards to others). **Cease construction activities.**
- ☞ Depending on nature and severity, shut the project site down. Do not allow anyone in unless they belong there. Post someone at the site entrance if necessary.
- ☞ Do not attempt to rescue an employee from a hazardous area, (trench, confined space, etc...), unless you have been specifically trained in rescue operations.
- ☞ Make any and all resources available to rescue or EMS personnel.
- ☞ DO NOT talk to the media if they show up. Refer them to the Home Office
- ☞ Take pictures of the incident area, use tape measures or other devices to provide accurate reference. (take a minimum of 10 photos from different orientations.)
- ☞ Gather witness statements. (separate witnesses, give them a pen and tablet, or witness statement forms and ask them to write down everything that they remember).
- ☞ Initiate "post incident substance abuse testing" for parties directly involved. (If injured employee needs medical attention, request that it be done there). All drug/alcohol testing must be done the same day as the incident.

IF THE INCIDENT INVOLVES AN INJURY

- ☞ **Assess the incident**, Call your pre-determined emergency response phone number or **911** if necessary.
- ☞ Do not move an injured employee unless a greater hazard exists
- ☞ Ensure that someone is at the entrance of the project to escort EMS on to the site
- ☞ Provide initial first aid as needed
- ☞ For any injuries refer to your injury packet and call the OHS Nurse pager number. **1-800-659-8902**
- ☞ If directed by the OHS Nurse to seek medical attention, start the **SIF-2 Claim Form.**
- ☞ Complete field incident reports and get them to "Safety" as soon as possible, (within 24 hours). (include injured employee forms, witness statements, photo's, etc...)
- ☞ Ensure that someone travels with the injured employee to assist in filling out paper work or any other needs they may have.

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