CRCC Safety Program

Reporting an Injury / Fatality

Steward on Site?

- This is first step to choose. If yes, then inform steward of injury/fatality. The steward will assess
  the scene to ensure it is safe and status of the victim. Steward will call 911 if needed. Steward or
  a trained person should begin CPR/First Aid if needed.
- If no steward, then assess the scene and the victim. Call 911 if needed. Also a trained person
  should begin CPR/First Aid if needed.

Steward / Victim / or Witness Notifies Supervisor

- It is critical to notify the supervisor of incident ASAP. This should be done in conjunction with the
  steps above.
- Follow the policy of the site or company concerning calling 911. It may be necessary that a
  supervisor needs to call but if assessment indicates it is needed and no supervisor in area call
  911 as response time is critical in some cases.

Business Representative Notified?

- Did the steward, victim, or member notify the business representative? If yes, then the business
  representative will notify the CRCC Safety Department. An attempt to contact the business
  representative must be done first.
- If no, then steward, victim, or member notify the CRCC Safety Department. The CRCC Safety
  Department will notify the business representative.

Steward / Witness Secures Scene, Gathers Victim's Personal Items

- Ensure the scene is secured and no further injuries to others is possible, if not done previously.
- Steward or supervisor protects injured member's personal items to be given to the victim at a
  later time.

Steward Checks for Witnesses

- Steward gathers information on anyone who may have witnessed the incident. The CRCC Safety
  Department will interview witnesses at a later time. Looking for facts of what occurred, not
  blame. Goal is to make sure incident does not occur again.

Steward Prepares the "CRCC Steward Incident Report

- The Steward fills in as much information on the report as possible. Not necessary to interview.
  Just the details on the incident. To be given to a business representive or CRCC Safety
  Department staff member.