

In ALL cases Accidents, Injuries or Car Accidents, no matter how slight, will be immediately reported to the Site Foreman, Branch Service Manager, Assistant Service Manager or your immediate Supervisor/Manager (for the balance of this reference we will just use Manager to encompass – all of these positions) If any of the above are unavailable it is the workers responsibility to immediately contact Mascott HR or the Safety Manager by telephone to report the accident.

CASE #1 Incident/Accident no injury

- (1) ALL cases will be immediately reported to your Manager. If they are not available it is the workers responsibility to immediately contact HR or the Safety Manager by telephone.
- (2) The SAME DAY the Manager along with the Employee will fill out Mascott Equipment Incident -Accident Analysis Report and send it to the HR and Safety Manager's.
- (3) The SAME DAY a Trained Manager or a Testing Facility will perform a 5-panel drug test and send the results to HR and the Safety Manager's.
- (4) The Mascott Safety Committee will review the Managers findings at the next scheduled Committee meeting.
- (5) Safety Manager will present Incident-Accident Analysis report with any suggestions at the next Staff Meeting.
- (6) Any additional action that needs to be taken will be reported to the Manager.

CASE #2 Incident/Accident with Injury

- (1) ALL cases will be immediately reported to your Manager. If they are not available it is the workers responsibility to immediately contact HR or the Safety Manager by telephone.
- (2) The SAME DAY the Manager along with the Employee will fill out a Mascott Equipment Incident-Accident Analysis Report, Injury Report and the SAIF 801 and send it to the HR and Safety Manager's.
- (3) The SAME DAY the Trained Manager or a Testing Facility with perform a 5-panel test and send the results to the HR and Safety Manager's.
- (4) The Mascott Safety Committee will review the Incident Accident Analysis Report at the next scheduled Safety Committee meeting.
- (5) Safety Manager will present Incident-Accident Analysis report with any suggestions at the next Staff meeting.

CASE #3 Car Accident no injury

- (1) ALL cases the Worker involved will immediately report the accident to your Manager. If they are not available it is the workers responsibility to immediately report the Accident to HR or the Safety Manager by telephone.
- (2) Please be sure to obtain all needed information– Pictures of Driver's License/insurance if another auto involved. Take pictures of all damages and the surrounds. If witnesses grab their information also.
- (3) The SAME DAY the Worker will completely fill out a Mascott Vehicle Accident Report and along with any photos, additional police report exc. turn it in to your Manager, along with the HR and Safety Manager's.
- (4) The SAME DAY the Trained Manager or a Testing Facility will perform a 5-panel drug test and send the results to the HR and Safety Manager's.
- (5) The Safety Manager will then report all information to the Auto Insurance Carrier for processing of a claim.

CASE #4 Car Accident with Injury

- (1) **ALL cases**, the Worker involved will **immediately report** Accident and injury to your Manager, if they are not available it is the workers responsibility to immediately report the Accident and Injury to HR or Safety Manager by telephone.
- (2) If you are able - Please be sure to obtain all needed information– Pictures of Driver's License/insurance if another auto involved. Take pictures of all damages and surrounds. If witnesses grab their information too.
- (3) The **SAME DAY** the Worker will **completely** fill out a Mascott **Vehicle Accident Report** and along with any **photos**, additional **police report exc.** turn it in to your Manager, HR and the Safety Manager.
- (4) The **SAME DAY** the Manager& Worker involved will fill out a Mascott **Injury Report and the SAIF 801** and send them to the HR and the Safety Manager's.
- (5) The **SAME DAY** the Trained Manager or a Testing Facility will perform a **5-panel drug test** and send the results to the HR and Safety Manager's.
- (6) The Safety Manager will then report all information to the Auto Insurance Carrier for processing of a claim.