



Remain **calm.**



**Clear the area** of people.



**Provide first aid** or find someone who can.



**Communicate** with your supervisor or manager.



# How to Respond to a **Workplace Accident**



**Preserve the scene** of the accident.



Note the names of the **people, witnesses and equipment** involved.



Ensure their **family is notified.**



**Report the event** according to company policy and procedures.