

Food Service Safety Accident Reporting

Prompt accident reporting is required to minimize the extent of an injury and to allow the company to perform an accident analysis so that similar accidents do not occur. Promptly reporting an incident also saves the company money. Studies have shown injuries to employees and customers cost less when reported within 24-48 hours since the proper medical care can be provided.

As employees, you have certain obligations when you experience or see an accident occur.

If you experience an accident:

1. Report all injuries to your manager no matter how slight it may seem
2. If needed and depending on state law, see a company appointed physician or your regular physician
3. Notify your manager if you are going to be out of work for any length of time
4. If able, participate in the accident investigation process
5. Follow doctor's orders so you can return to work as soon as possible
6. If placed on light duty, do not exceed your light duty job restrictions

If you see someone have an accident:

1. If the injury is serious, get the injured employee the appropriate medical care (ambulance).
2. Report the injury immediately to the supervisor; or have someone else report the injury to the manager if the person is in serious condition.
3. Participate in the accident investigation process.

IMPORTANT NOTICE - The information and suggestions presented by PMA Companies in this *RC Notes* are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.