

INCIDENT/ACCIDENT PROTOCOL

- Secure location of the incident
- Take note of
 - precise location of incident
 - time of day, weather, lighting
 - general description of location
 - physical evidence
- Secure equipment/tools/materials involved
- Interview injured worker and fill out incident report
 - did they appear under the influence of illegal substances/alcohol/medication?
 - any evidence of trauma to body or clothing (take pictures)
- Send injured worker to nearest CityMD or Hospital (we have an account with CityMD so make sure you list Island Acoustics on the forms)
- Interview witnesses (get names and phone numbers)
- Notify PM
- Notify client
- Send incident report and all related info to Natalia Martucci (nm@island-acoustics.com)

