

	Southern Heat Exchanger Services Safety Program	Section:	33
		Initial Issue Date	3/30/2010
ACCIDENT REPORTING POLICY		Revision Date:	Initial Version
		Revision No.	0
		Page:	Page 1 of 2

The optimum goal of any safety program is the prevention of all injuries on the job. The result on not achieving this goal is the occurrence of accidents on the jobsite. There are different reporting requirements for different types of injuries.

Class 1 Injury or Illnesses

- Any ambulance case
- Any fractures or broken bones
- Anything involving surgery
- Anything serious enough to cause a lost time job
- Any sickness from fumes or gas

These types of injuries require:

- A. The supervisor will immediately call SHES Office or the Office Manager and report the details of the accident.
- B. The Supervisor’s Accident / Injury Report must be completed and faxed the day of the incident.

Class 2 Injuries or Illnesses

Any job related injury or illness that a hospital, doctor or any other facility for whose services will be billed to SHES.

These types of injuries require a Supervisor’s Incident Report.

Class 3 Injuries of Illnesses

Any reported injuries for which no medical treatment is required now but may be required later (includes cases treated by the customer’s first aid department).

Any occurrence that may develop into a problem at a later date (especially back, knee and fume complaints).

	Southern Heat Exchanger Services Safety Program	Section: 33
		Initial Issue Date: 3/30/2010
		Revision Date: Initial Version
ACCIDENT REPORTING POLICY		Revision No. 0
		Page: Page 2 of 2

These types of occurrences require some written record, which should include the person's name, date of occurrence, type of complaint, and any pertinent facts. This record can be a Supervisor's Accident / Injury Report (marked "First Aid Only.") These records should be faxed or brought to the SHES Office. Using an accident report form provides a copy for your jobsite file.