



# What To Do in Case of An Accident

*This emergency checklist was compiled by the NATE Board of Directors and Administrative Staff.*

*If you need further assistance following an accident, please contact the NATE office at 888-882-5865.*

**Even companies with the best safety records know they need to be prepared and have a well developed plan of action to follow should the unlikely event of a serious, or even catastrophic, accident occur.**

Being prepared means having immediate access to the necessary support to ensure that the best possible care is readily available. It also means making certain that all parties in the company know what to do and when it should be done.

It is important to understand that there are laws in place regarding accident reporting and the availability of medical services and first aid. These regulations can be found under CFR 1904.3 "OSHA Reporting," and CFR 1926.50 "Medical Services and First Aid."

To assist NATE members with developing their own accident contingency plans, the NATE Board of Directors and Administrative Staff have developed the following list of suggestions. This list is not intended to be an exhaustive compilation of all possible actions, but is intended to act as a guideline for member companies to develop their own plan of action. The items below are not presented in any particular order.

## **Emergency Checklist**

1. Check the injured individual(s) immediately and assess his/her condition.
2. Call the nearest Emergency Medical Services (EMS), if necessary. As per your company safety program, make certain that all crew members are

capable of giving clear directions to the site, and that all crew members have easy access to the EMS phone number. Site directions and the EMS phone number must be easily and readily accessible to all crew members.

3. After calling the EMS, phone the home office and give them as much detail as time allows. An office representative will fill out the required forms.
4. The call to the EMS should also alert the local police, so expect them to arrive. If they do not arrive, you will need to call them so they can investigate the accident.
5. While the police are there, ask them to secure the site so that nothing related to the accident is moved by anyone. If you need more than 24 hours to conduct your investigation, ask the police to recommend a security service.
6. Before the EMS leaves, be sure that you have their company name and know where they are taking the injured individual(s).
7. The home office should appoint a temporary spokesperson. Only the spokesperson is allowed to make any statements.
8. OSHA and police officials have the authority to question witnesses. Only provide the necessary information and facts as you know them. Do not speculate.

**PLEASE NOTE: Please keep in your files or carry in your company vehicles should the unlikely event of a serious, or even catastrophic, accident occurs.**



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9. If the police do not arrive to secure the site, then a company representative must remain there.
10. At the first opportunity, call the home office and give them a detailed report regarding who was involved and what happened before, during, and after the accident. The home office will advise you on the next steps to take.
11. Have all personnel who were at the site at the time of the accident write a detailed report regarding their location and actions prior to, during, and after the accident.
12. Take pictures of the accident site as soon as possible following the accident, making certain to include any equipment involved, the perimeter and entrance facing the accident scene, and closeup pictures of any important items.
13. Office personnel will contact the families of the individual(s) involved in the accident when they have enough information to pass along. How to tell loved ones is a delicate situation, and, if deemed appropriate, clergy may be preferred.
14. Office personnel must advise the insurance carrier of the accident. This will enable the insurance company to begin its own investigation procedures.
15. The office needs to determine who is going to conduct the company's investigation and if that person is not on site, then they need to be mobilized immediately.
16. The office needs to develop a file on the accident containing all photos taken at the accident scene, copies of all witness reports, copies of all initial written documents, copies of all files concerning personnel at the accident site, copies of all information used on the site, and copies of all contracts, job orders, and correspondence concerning the site.
17. During your investigation, take detailed pictures again of everything concerning the accident. Duplicate the position of as many photos as possible from the original accident photographs. Make multiple sets of prints of all photos taken for insurance and legal purposes.
18. The customer, tower owner, and landowner need to be contacted by the office personnel as the accident will affect them also.
19. If you are to interview witnesses and involved personnel, be sure to gather all relevant information.
20. If OSHA conducts interviews, the company representative must obtain permission from the employees to be in attendance (this may vary from state to state, so check with your attorney). Employees may be asked to sign a statement and/or note taken by an OSHA representative. Advise your employees that they are under no obligation to sign anything. If, however, they do choose to sign, then encourage them to review their statement carefully, and remind them that they are entitled to ask for a copy.
21. It is preferable to have a different crew come in and finish the job once OSHA releases the site. However, no work should be continued until all necessary information has been gathered, and the safety of the work site confirmed.
22. A company representative should provide outside psychological help in dealing with an accident before employees return to work.
23. A company representative should offer to assist the family of the individual(s) with hospital or burial arrangements, as well as to inform them of any counseling or other company benefits that are available.



**Note:** NATE maintains an affiliation with a law firm who has experience involving a wide variety of tower industry-related issues. In addition to assisting with issues that arise in the day-to-day operations of the association, **Seyfarth Shaw** is the firm NATE recommends to assist member companies with tower industry-related legal concerns. NATE's point of contact with Seyfarth Shaw is **Mark Lies, II**. He can be reached at **312-460-5877**.