



Armstrong Hall

ACCIDENT & INJURY REPORTING PROCEDURE

TABLE OF CONTENTS

	PAGE
PROCEDURE	
SUPERVISOR RESPONSIBILITIES	1
HUMAN RESOURCES RESPONSIBILITIES	2
OSHA DEFINITIONS – “RECORDABLE INJURY” & “FIRST AID”	3
HR/CREWING MANAGER / DIRECTOR OF OPERATIONS RESPONSIBILITIES	4
CONTACT LIST	

SUPERVISOR RESPONSIBILITIES

IN THE EVENT OF SERIOUS INJURY (DEATH, DISMEMBERMENT, LOSS OF AN EYE, LOSS OF CONSCIOUSNESS), OR IF YOU BELIEVE THE EMPLOYEE'S HEALTH AND WELL BEING IS IN DANGER

CALL 911

Contact the employee's emergency contact and Armstrong Hall Human Resources after contacting emergency services. **PLEASE SEE STEP 4.

If an accident or injury occurs, please follow the below steps **immediately**:

1. First, provide medical treatment.

Can the injury be treated onsite with first aid? If an injury does not appear to be serious, ask the employee to try first aid options such as:

- a. Allow the employee to sit in the breakroom to rest;
- b. Give ice and/ or suggest the employee try over-the-counter medicines;
- c. Provide additional rest breaks during the workday;
- d. Provide an easier work assignment for the rest of the workday; or
- e. Allow the employee to go home early.

Should I send the employee to a medical facility?

Employees are often sent to a medical facility clinic unnecessarily. To prevent that, try the first aid approaches above first if appropriate. However, the employee's health and well-being are the priority. If you believe the employee needs medical treatment, send them to a medical facility for medical evaluation. Follow the steps below:

- a. Provide transportation for the employee.
- b. Encourage the employee to notify his / her family, if necessary.
- c. Do not allow the employee to return to active work for remainder of the shift. The employee will be paid for the full day of work.
- d. The employee may not return to work to complete event and/or on his/her next scheduled shift unless a return-to-work authorization, from a physician, without restrictions is provided to HR for approval.

What if a serious injury occurs?

IN THE EVENT OF SERIOUS INJURY (DEATH, DISMEMBERMENT, LOSS OF AN EYE, LOSS OF CONSCIOUSNESS), OR IF YOU BELIEVE THE EMPLOYEE'S HEALTH AND WELL BEING IS IN DANGER

CALL 911

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If an employee declines medical treatment, you are still required to proceed with the Incident Report process. This allows Human Resources to monitor the situation and intervene quickly to manage care if the situation changes.

2. Secure the Accident Site

Take photographs and investigate the accident site. Make sure this happens before the site is cleaned up or changed in any way.

3. Have the employee & witness complete the Incident Report form.

Unless immediate medical attention is required, have the employee complete the Employee Statement form before going to a medical facility. Make sure to take the employee’s statement before they go home.

4. Send an email detailing the incident with the phrase Incident Report OR Significant Incident Report in the subject line to the contacts listed below. Send the report email immediately, even if you have not yet collected the Incident Report Form (this can be sent later via follow-up email – see Step 5).

- An Incident Report is an incident treated on-site with first aid, or any report of an injury, accident or near miss that occurred where the employee continued working. **If the incident was captured on a live recording, it becomes a Significant Incident (procedure below).**
 - Email: HR@armstronghall.com
 - Subject line: Incident Report / Employee Name
- A Significant Incident Report is any event that requires the employee to seek medical treatment off-site (hospital, urgent care, etc.) or the occurrence of death, dismemberment, loss of an eye, or loss of consciousness.
 - Email HR@armstronghall.com and also include the email addresses listed below.
 - Subject line: Significant Incident Report / Employee Name

A phone call to the contacts below is also required in the event of a Significant Incident.

Kelly Hammonds (610) 608-0191 Director of People Operations Khammonds@armstronghall.com	Allison Leeds (602) 363-0650 Human Resources Manager Aleeds@armstronghall.com	Jessica Kowatch (412) 849-1418 EVP Operations & COO Jkowatch@armstronghall.com
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5. Send the Incident Report form to HR@armstronghall.com

HUMAN RESOURCES RESPONSIBILITIES

1. HR will immediately report the Accident or Injury to Workers’ Compensation Business Partner. Then they will provide the Claim # to the employee and follow-up regarding medical treatment. The HR representative will inform the employee that (1) the Company has WC insurance, (2) their medical expenses will be covered if the incident is due to an injury in the workplace, and (3) a claims representative will contact the employee within 48-hours, or the next business day.
2. HR will coordinate completion of the accident investigation / corrective action process. If applicable, HR will interview the employee and witnesses and consult with operations management to determine and advise on corrective action.

3. HR will be responsible for contacting the employee to obtain return-to-work authorization(s). These will be shared with essential parties (WC insurance, supervisors, etc.)
4. HR will send the Significant Incident Report e-mail (if required) within 24 hours on the next business day of the accident.
5. HR will document if the injury is recordable, complete the OSHA 300 log and Monthly Safety Report, create an accident file, and report the incident to the Workers Comp carrier if it is an OSHA recordable injury.
6. HR will NOTIFY OSHA DIRECTLY UPON SERIOUS INJURY. Notify OSHA within 8 hours, if an employee is killed on the job; or within 24 hours if an employee suffers a work-related hospitalization, amputation, or loss of an eye. OSHA Contact Information below.

OSHA Contact Information

24 Hour Hotline	(800)-321-6742
On-line notification form	https://www.osha.gov/pls/ser/serform.html

OSHA'S DEFINITION OF RECORDABLE INJURY

An injury or illness that results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

OSHA'S DEFINITION OF FIRST AID INJURY

- Using a non-prescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc., are considered medical treatment);
- Using hot or cold therapy;
- Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.).
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;

- Removing foreign bodies from the eye using only irrigation or a cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or
- Drinking fluids for relief of heat stress.

HR/CREWING MANAGER / DIRECTOR OF OPERATIONS RESPONSIBILITIES

If applicable Human Resources will consult with operations management to determine corrective actions. Operations management will implement the corrective actions.

CONTACT LIST

Armstrong Hall, LLC

Worker's Compensation

- Insurance Carrier: Nixer Comp, Inc.
- Phone Number: (855) 649-2524
- Email: Nixerclaims@ccmsi.com
- Policy # SANXSWC0010500

Employer Name: Armstrong Hall, LLC
2050 Finley Rd, Suite 80, Lombard, IL 60148

FEIN: 99-2753003

Employer Representative: Human Resources

Email: HR@armstronghall.com

Phone: (866) 992-1115