



## Responding to Catastrophic Accidents

### 1. Initial Response

- Protect all Life and Property, minimize potential for further injury
- Call 911
- Secure the Scene. Barricade accident location. Keep all unauthorized personnel from entering. All equipment and materials shall stay in place until management releases.
- Stop all work in the surrounding in the surrounding area of the accident scene immediately.
- Get a headcount for all employees on site.

### 2. Notification Procedures

- Ensure everyone on the ER Call list is notified: Company President, Executive VP, Area Manager, Safety Director, VP of Safety, Industries Legal Department and VP of People.
- Notify family of accident, preferably in person by someone in management. If notification cannot be done in person by Austin, please ask local police to assist. However, if the accident involves a subcontractor, subcontractor management should notify family and confirm the notification to Austin management.
- Prepare communication to job site employees. Contact HR and Legal for assistance.

### 3. Accident Site Assessment

- *Contact HR and/or VP People for counseling needs*
- Relocate all witnesses to a safe and secure area on site and have site leadership stay with them until a statement can be taken from each witness before releasing them to go home.
- Begin gathering facts and addressing investigation. Contact VP Safety for assistance.
- Management should evaluate stopping all work and releasing employee-owners.

### 4. Media Involvement

- Appoint a spokesperson from management to speak on behalf of company. Must be approved by company president. Austin legal can assist with speaking points.
- Ensure access to and from jobsite is controlled by Austin.

### 5. OSHA

- If fatality, OSHA must be notified within 8 hours. Contact Safety Director for assistance.
- When OSHA arrives, escort them to office trailer conference room. Do not take them directly to accident scene.
- Compliance officer must show his credentials and have an opening conference. They will describe intended scope and duration of visit.

