

## CONTRACTOR INCIDENT REPORTING CHECKLIST

### 1. ACCIDENT SCENE

- Ensure scene is safe and mitigate any hazards to rescuers
- Ensure employee is taken care of (applicable medical care is on the way)
- Contact FMI Project Management/Safety
- Pictures (Pictures should tell the story of what happened)
- [Statements](#) (Direct Witnesses)
- Contact MSHA/OSHA/ASMI (For immediately reportable accidents ONLY)
- Secure scene for further investigation (If applicable)

### 2. CLINIC

- Ensure employee's family is contacted (If necessary)
- Have a supervisor or equivalent at clinic in case the provider has questions
- [Statement](#) (Injured Employee)
- Gather incident details ([Additional Information Sheet](#))
- Coordinate with provider to understand treatment & follow-up date

### 3. DOCUMENT SUBMITTAL (TO FMI)

- Initial Incident Report ([Logbook](#)) – **BY END OF SHIFT**
  - Name of person involved
  - Equipment Involved
  - Injured Body part
  - Time/Date/Location of Incident
  - Type of Incident (Near Miss, Injury, Prop. Damage)
  - Person Contacted
- All Photos - **24HR**
- All Statements - **24HR**
- Other documents (JRA/JSA, Inspections, etc) – **24HR**