

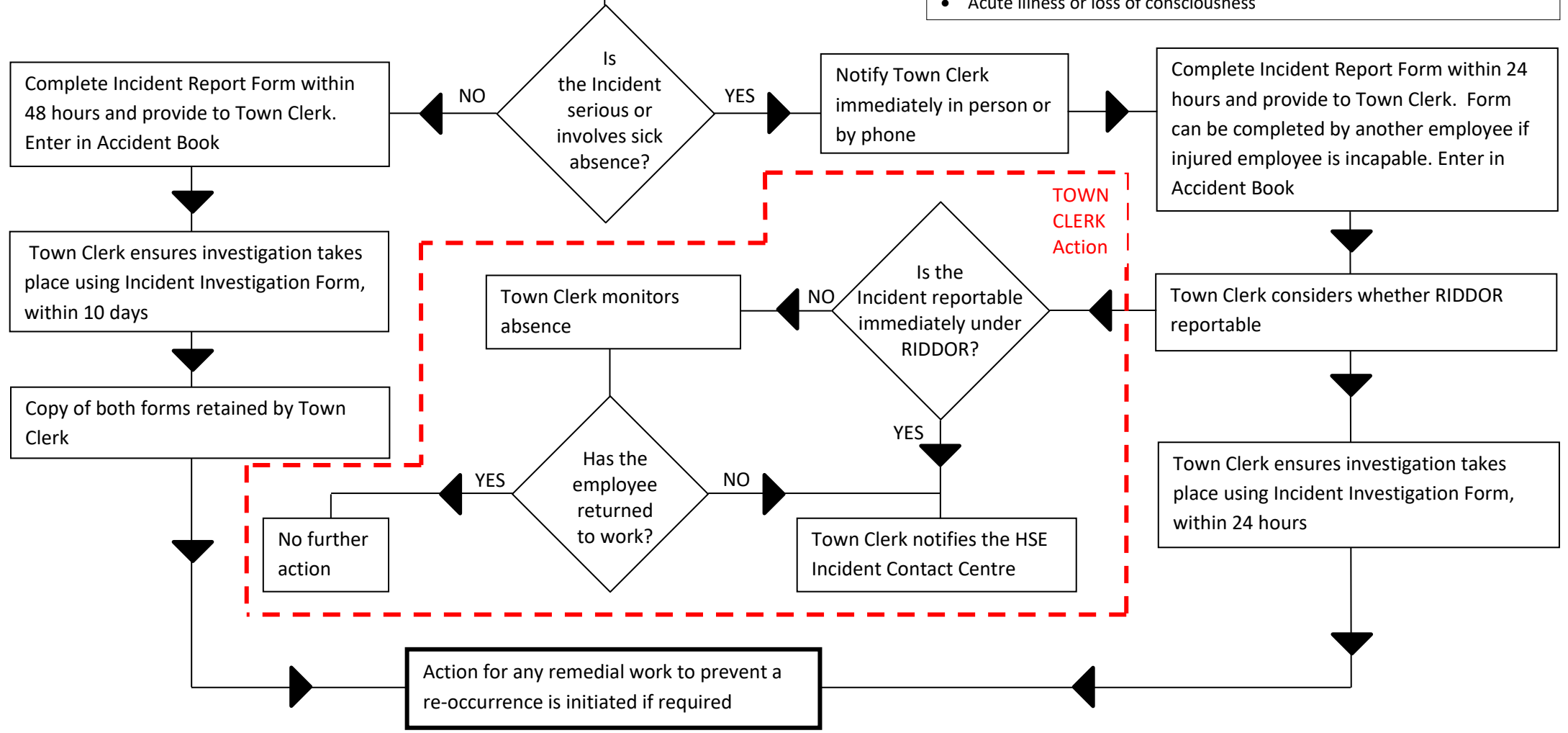
Incident Reporting Procedure



Accident or near-miss incident occurs to employee, or other person on company premises

Arrange First Aid or medical care if required

- A serious accident is:
- Any fracture other than to fingers, thumbs or toes
 - Any amputation
 - Dislocation of the shoulder, hip or spine
 - Loss of sight
 - Chemical, hot metal or penetrating injury to the eye
 - Electric shock leading to unconsciousness, or to hospital for 24 hours +
 - Any injury leading to hypothermia, heat-induced illness, unconsciousness
 - Any injury requiring resuscitation
 - Any injury leading to admittance to hospital for more than 24 hours
 - Loss of consciousness due to asphyxia or exposure to a substance
 - Acute illness or loss of consciousness



Revisions

Date	Amendment
February 2021	References to Manager amended to Town Clerk
November 2021	Incorporated into Health and Safety Policy as an Appendix