



## WHAT TO DO WHEN YOU ARE INJURED AT WORK

In any case of accident or injury no matter how major or insignificant it must be reported to the Crew Leader, Supervisor, or Job Foreman who will be trained in first aid and will make the decision of its severity and notify HR so that the compliance of all laws, insurance, and workers compensation procedures be completed.

These steps are to be completed immediately after an injury or incident (Severe or Life threatening injuries call 911 once completed call HR / Safety):

1. Report injury to your supervisor immediately, even if you do not want to go to the doctor.
2. Go to the medical facility provided by your Crew Leader or Foreman. If your supervisor is not present, call the office at 916-375-8337 x136 or the Safety Manager at 916 257-2764; inform them of the injury that has occurred and ask where the nearest facility is located.
3. After treatment, it is your responsibility to inform your Crew Leader or Foreman and the main office of your work status and future doctor appointments. Provide all work status reports and paperwork to your supervisor.

## IMPORTANT COMPANY PHONE NUMBERS

Main Office	916 375-8337 x. 136 for HR
Livermore Office	925 243-1900
Safety Manager (Livermore)	925 895-0865
Safety Officer	916 257-2764
Police Department W. Sacramento	916 372-2461
Police Department Sacramento	916 874-6905
Livermore Police Department	925 371-4900
Emergency Fire and Medical	911



### MEDICAL FACILITIES:

In the event of an emergency the closest hospital will provide care. In any event less urgent a location of the nearest medical facility will be provided by the supervisor, foreman, or crew leader.

Blazona Concrete Construction operates in many locations throughout California, the Safety department will be available by telephone to assist in locating the nearest facility for proper treatment. He or she will be available before, during, and after office hours for full support of those employees who start before the office opens or those who work after the office has closed. A Supervisor, Job Foreman, or Crew Leader will be trained in First Aid for any treatment that is needed immediately.

On Commercial projects and projects that are more stationary a location given to the Super of the job in the Site specific safety manual at the beginning of the project.

### After hour emergencies & accident procedures

In severe accidents it will most likely require a drug screen except when a member of upper Management or Safety cannot be present at the time of accident. However, law enforcement can also determine if a drug or alcohol screen is necessary. The following are examples of what deems an incident / accident serious and cause for a drug screen.

1. An employee injury resulting in an ambulance or hospital stay.
2. Gross negligence of employee, and disregard for public safety.
3. Auto collision involving tow truck, multiple vehicles, & ambulance
4. Auto collision vs. Pedestrian

These procedures are in place to protect the employee & Blazona Concrete Construction and must be followed in the event of serious injury or accident. A drug screen will be conducted as soon as Blazona Concrete is notified of such incident. If the incident occurs after hours and local law enforcement has not conducted one of their own, the employee will be taken to a medical facility the next morning to have one completed. An employee involved in such an incident will not be allowed to operate any machinery, tool, or equipment until cleared to do so. These steps are necessary and critical to follow. Any employee who refuses to perform a drug screen will be subject to disciplinary action up to and including termination.