# [Insert Company Logo]

# **Emergency Procedure – Serious Accident**

Template for SafetyCheck Users

**1. Immediate Response**

If a serious accident occurs:

**1.1 Assess the Situation**

* Ensure **your own safety first** before assisting others
* If safe, remove immediate hazards (e.g. turn off machinery, isolate area)
* **Do not disturb the scene**, except to preserve life or prevent further harm

**1.2 Call Emergency Services**

Dial **111** (NZ) or **000** (AUS). Provide:

* Worksite address
* Nature of the injury
* Number of people affected
* Your name and contact details

**1.3 Provide First Aid (If Trained)**

* Control bleeding using **direct pressure**
* Keep the injured person still and comfortable
* Do **not move them** unless in immediate danger
* Use the site **first aid kit**:

**2. Assembly & Headcount**

1. Evacuate the area if additional risk remains
2. Proceed to the **designated assembly point**
3. The Site Manager / Foreman will conduct a headcount

Site Manager: [Insert Name]  
Contact Number: [Insert Number]

1. Report missing persons immediately to emergency services

**3. Special Considerations**

* If hazardous substances are involved, follow the **Hazardous Substance Emergency Procedure**
* If a vehicle crash occurs on-site, secure the area to prevent further risks
* If **electrical contact** is suspected, **do not touch the injured person** until the power is isolated by a qualified person

**4. Communication, Reporting & Investigation**

**4.1 Notifications After the Accident**

* Company Owner / Director: [Insert Name & Number]
* **WorkSafe (Notifiable Event – NZ)**: 0800 030 040
  + Or relevant **state regulator** in Australia

**4.2 Incident Reporting in SafetyCheck**

* The incident must be **reported using the SafetyCheck App** as soon as possible. Or by contacting the Site Manager.
* Include:
  + Injury details
  + Description of events
  + Witness names
  + Photos or other evidence

**4.3 Investigation & Follow-Up in SafetyCheck**

* A formal investigation must be logged and managed through the **SafetyCheck Incident/Accident Register Tool**
* Assigned personnel must:
  + Identify root causes
  + Record corrective actions
  + Close out the investigation when complete
* Investigation findings should be shared during **toolbox talks**, and the **risk register** updated if necessary

**5. Review & Training**

* This procedure will be reviewed **annually** or after any serious accident
* **First aid response drills** will be conducted every: [Insert Frequency]
* Workers will be briefed on this procedure

**Company Details**

Company Name: [Insert Company/Trading Name]

Site Address: [Insert Site or Project Address]

Date of Last Review: [Insert Date]

Next Review Date: [Insert Date]

Signed: [Insert Signature or Name]