

Fairfield County
Non-Employee Accident/Incident/Illness Procedure

1. Assess the situation, if serious, life threatening, or injured person cannot self-transport or is not ambulatory without assistance, call 911.
2. Make the injured person as comfortable as possible and provide applicable first aid.
3. Do not move injured person unless assistance is requested or the injured person initiates movement.
4. Never transport the injured person in a personal or County vehicle.
5. Listen to all statements from the injured person regarding the cause of the injury, prior medical conditions, or medications used at the time of the incident and document everything.
6. Inform Human Resources of the incident, immediately
7. Obtain all the information possible about the injured person, the accident and complete the "Non-Employee Accident/Injury/Illness Report"
8. Secure the accident scene until a thorough investigation can be completed.
 - A. Start the investigation immediately.
 - B. Interview witnesses separately, obtain statements, get contact information
 - C. Take photographs, if possible.
 - D. Note conditions at accident scene: weather, lighting, caution signs, etc.
 - E. With a slip, trip, or fall injury, note type of shoes injured person is wearing.
 - F. Try to receive all relevant information before the injured person leaves the scene.
 - G. Develop a timeline of events leading to the accident.
 - H. Document everything
9. General post accident procedures
 - A. Refrain from admitting responsibility/liability
 - B. Do not agree to pay expenses
 - C. Note all conditions and circumstances that did not seem normal, no matter how insignificant.
 - D. Document everything
10. Submit all information to Human Resources, upon completion of the investigation.