

## ACCIDENTS

### Do you know what to do in case you have an accident at work?

1. First, notify someone.
2. Second, administer first aid, if needed. (If a chemical or biological splash occurs, flush under the emergency shower or eyewash for 15 minutes).
3. If it is an emergency situation, have someone dial 911. If you are on the NCI-Frederick campus, 911 puts you in contact with the NCI-Frederick Occupational Health Services (OHS). OHS staff and/or safety staff will report to the accident scene if needed. (If you call 911 after hours, the line is answered by Protective Services). Safety and OHS personnel are on call 24 hours a day. (Work off-site? Dial your local emergency number - 911 in most cases; your local emergency dispatch will address the emergency).
4. Visit the OHS clinic to be treated and report the accident. (If you work offsite, report to your local emergency room or clinic).

***All accidents, even those considered "minor", need to be reported to OHS. If you work off the NCI-Frederick campus, the accident or injury still needs to be reported to OHS.***

5. The employee and OHS must complete reports on all work-related injuries and illnesses. An accident report form is sent to the immediate supervisor. The report is then reviewed, completed, and validated by the direct supervisor, and returned to EHS.

### Why Report an Accident?

Reporting all accidents and near misses to OHS is for your benefit! Work-related injuries and illnesses must be documented for insurance purposes as well. Lost time due to a work-related injury or illness must be reported immediately so that all the necessary facts may be obtained and recorded. Failure to file the form may result in delay in Workmen's Compensation payment or loss of Workmen's Compensation benefits to which the employee would otherwise be entitled.

Once work-related accidents are entered into the OHS computer database, EHS personnel review them. If further assistance is needed to correct circumstances or other factors that led to the accident, an investigation is conducted. Once an accident investigation is completed, a memo with recommendations is sent to the supervisor, employee, and any other involved parties. Follow-ups of recommendations may also be conducted.

If you have any questions regarding work-related accidents, injuries, or illnesses, please call EHS at 301-846-1451 or OHS at 301-846-1096.