

# WHAT TO DO WHEN AN INCIDENT / INJURY OCCURS:

1

## RESPOND



### A| OBTAIN FIRST AID IMMEDIATELY

For Emergency Medical Services call:

**ER 24 Lydenburg**  
**082 124 / 086 108 4124**

For work-related non-emergencies call the First Aider on duty to assist with the incident / injury.

### B| SECURE THE SCENE

2

## REPORT

### A| INFORM YOUR SUPERVISOR IMMEDIATELY

For a serious injury, immediately call the Emergency Numbers

**ER 24 Lydenburg 082 124 / 086 108 4124**

For work-related non-emergencies call the First Aider on duty to assist with the incident / injury.



### B| SUBMIT AN INCIDENT REPORT AS PER PROCEDURE

3

## REVIEW



### A| REVIEW THE INCIDENT TO DETERMINE CAUSES

### B| TAKE CORRECTIVE ACTION TO PREVENT FURTHER INCIDENTS

IF YOU FEEL AN UNSAFE CONDITION CAN POSE POSSIBLE HARM TO OTHERS, INFORM YOUR SUPERVISOR.