

The Unitarian Society of Ridgewood

Accident Procedures

When an accident occurs, the following procedures should be followed:

1. If the person suffering the accident is on the premises, be caring and responsive. Offer to call a family member or an ambulance/paramedic. Err on the side of calling for medical help if unsure of the seriousness of the situation.
2. Keep onlookers away from the injured person for privacy and to assess the situation. Ice packs and bandages may be applied, but do not administer any medicine.
3. Accident Report Forms are hanging on the wall in the Church Kitchen and the Reeb Kitchen. If the administration offices are open, call for assistance.
4. The Accident Report form should ideally be completed before the accident victim leaves the premises. If possible, a staff member should complete the form with the accident victim answering and initialing where appropriate. If a staff member is not available, then a USR Board member or somebody in a leadership capacity should complete the form.
5. If the victim can walk or drive and refuses medical attention, collect as much information as possible (using the Accident Report form) including the victim's contact information and description of the accident.
6. If the victim has left the premises before the accident became known, a staff member or minister of the USR should contact the person, inquire about their condition, and complete the Accident Report form as soon as possible.
7. Write clearly and legibly (use extra paper if necessary.) Capture the facts. Try to get the exact location of the accident and take a photo. Photos of the victim are not to be taken.
8. A separate Witness Statement form is attached to the Accident Report Form. Take down witnesses' statements, include contact information, and ask the witness to initial the form.

9. When completing # 13 (Did injured person make a statement? If so what was said?) try to get a sense of how the person is feeling. Does he/she expect to seek medical attention? Is the person angry with USR? Does the person intimate that he/she may make a claim against USR?

10. It is important to be kind, caring and offer assistance. It is also important to not accept fault on behalf of USR. It is not a judgment that a lay person is capable of making.

11. After securing the information and completing the form, please provide a USR staff member. If the administration office is not open, leave the completed form in the wall holder and leave a telephone message on 201-444-6225 advising of the accident.

12. The completed accident form should not be given to the victim unless the victim insists. The witness statements should not be given to the victim.

13. A first follow-up call should be placed to the victim by a USR staff member or minister the day after the incident (i.e. within 24 hours) or as soon thereafter as possible, to check on the victim's recovery. Again, it is important to be caring and responsive, but not to accept liability. A second follow-up call should be made a week after the accident. (If the victim wants to discuss our responsibility, we should say that the matter has been submitted to our insurer and they will determine liability.)

14. Joe Peiser, Facilities Chair, will notify USR's insurer about the accident.

Date Procedures Prepared: March 2, 2014

Date Procedures Approved by the Board of Trustees: March 3, 2014

Date/s Edited: