ACTIONS IN CASE OF AN ACCIDENT

TEAM LEADER'S ACTIONS IN CASE OF AN ACCIDENT:

1. Provide first aid to the injured worker ensure the safety of other staff;

2. Depending on the severity of the accident transport the injured worker to the medical institution or call an ambulance;

3. Immediately inform the project manager, project administrator (+370 65640881) and the Department of Health and Safety (+370 65698699 or +370 65709755);

4. Capture the event location, date and time, take a picture, describe, draw *(depending on the available means and opportunities)* the place of the accident, circumstances *(describe the conditions why the accident took place)*, find out the cause;

5. Take the explanation from persons who worked together, who saw the event ant its causes and circumstances *(not later than within 24 hours)*;

6. Team leader has to write an explanation of the event himself and send it to project manager and project administrator not later than within 48 hours *(describe all information which is written in point 4)*.

WORKERS ACTIONS TRANSPORTING EMPLOYEE TO MEDICAL INSTITUTION:

1. On the way to medical institution find out from the employee where the incident took place *(at work, on the way to / from work or at home)*, so you could give the required information to the doctor (Required if the transportating employee was not a witness of an accident);

2. Make sure that employee has the european health insurance card e111 with him. If not, please contact to the person responsible for the card Oksana Šmakova (+370 65677064) to refine the card data and transfer this information to a medical institution;

3. After the first medical examination immediately (*while the injured is near)* ask a medical facility to give him the documents of the employees injuries *(must be written)*;

4. In case if there were taken photos or any other examinations to establish an injury, it is necessary to take the photos and the results of other examinations;

5. Documents may be issued in written version or electronic medium *(every medical institution has her own procedures for issuing documents, and the issuance of such documents is possible, but can require a payment)* payment question must be agreed with the administrator of the project.