



APPROVED

Board Policy: Accident Reporting

Policy Statement

It is the policy of The Mountaineers to establish and follow procedures for reporting and investigating accidents that occur on Mountaineers activities.

Application

1. Any accident on a Mountaineers activity that involves medical treatment, emergency evacuation, or death shall be reported to the CEO as soon as possible. In the event of an accident the responding member should first call 911 and then call The Mountaineers Emergency Hotline at 206-521-6030.
2. Upon receipt of an accident report, the CEO shall:
 - A. Take any immediate action that is required.
 - B. Report the injury to the Safety Committee chairperson and the applicable branch, division, or committee chairperson, and, in the event of a serious injury or death, to the President of the board.
3. The Safety Committee shall determine the type of accident investigation to be performed.
 - A. An investigation team shall be assembled for any fatal injury and a report shall be made to the board when the investigation is complete. This team shall include one or more people who have expertise in the activity in which the accident occurred and were not involved with the accident.
 - B. The Safety Committee shall establish criteria for investigating other accidents and shall encourage activity committees to investigate all accidents whether an injury occurred or not.
4. Incident investigations shall be initiated as soon as possible and shall conclude with a report containing findings and recommendations. The report shall be forwarded to the division or branch safety officer and the chairperson of the Safety Committee.

Responsibilities

The CEO is responsible for establishing procedures for reporting accidents that occur during a Mountaineers activity. The procedures shall include a means of and responsibility for notifying the organization's insurance broker and/or attorney when appropriate.



The chairperson of the Safety Committee is responsible for establishing procedures for investigating accidents that occur during Mountaineers activities.

Division and branch chairpersons are responsible for providing First-Aid/Accident Report forms to leaders that include the phone number for reporting injuries to the CEO.

Activity leaders are responsible for promptly reporting serious injuries to the CEO and for assisting accident investigation teams as needed.

Policy Owner: Safety Committee