

## **Accident Reporting**

### **Policy Statement**

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

### **Application**

1. Any accident on a club activity that involves medical treatment, emergency evacuation, or death shall be reported to the Executive Director as soon as possible.
2. Upon receiving an accident report, the executive director shall:
  - Take any immediate action that is required.
  - Report the injury to the Safety Committee chairperson and the applicable branch, division, or committee chairperson.
3. The Safety Committee shall determine the type of accident investigation to be performed.
  - 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.
  - 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 documented with a report describing findings and recommendations. The report shall be forwarded to the division or branch safety officer and the chairperson of the Safety Committee.

### **Responsibilities**

The Executive Director is responsible for establishing procedures for reporting accidents on club activities, including notifying the club's insurance broker or attorney when necessary.

The chairperson of the Safety Committee is responsible for establishing procedures for investigating accidents that occur on club 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 executive director.

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