SLAC MEMORANDUM

DATE: 5/4/05
TO: All MFD Staff
FROM: Karen Fant

SUBJECT: Reporting of Accidents, Injuries or Near-Misses

- If you have ANY injury, accident or near-miss you must report the incident to your supervisor or their designee immediately.

- Notify your supervisor (or designee) before seeking treatment at the SLAC medical department for any work related injury. The only exception is when the injury requires immediate medical assistance. In that situation, first obtain treatment then notify your supervisor as soon as possible.

- Supervisors (or designees) must then immediately notify Karen Fant or Karen Holtemann. If neither is available, send an email to Ewan Paterson with a copy to John Cornuelle describing the occurrence.

DOE has very strict time limits for reporting accidents, injuries or near misses that meet certain specified criteria. Your prompt notification allows SLAC management to evaluate the incident and respond appropriately.

Thanks for your cooperation.