

## **All Trades Staffing Services LLC**

### **Protocol for Reporting Workplace Incidents & Injuries**

All Trades Staffing Services LLC is committed to keep our employees safe from workplace incidents and injuries. We have a very progressive safety-training program in place and have implemented various safety incentive programs, with the goal of cultivating a positive attitude towards safety within our employees.

However, we understand that accidents do happen on the jobsite. Because of this understanding, All Trades Staffing Service has established protocol for informing the safety director of an incident or injury.

Please inform your superintendents and foremen of this protocol, so as to maintain an orderly line of communication between your company, All Trades Staffing Services, and the injured worker.

The following protocol has been established for the mutual benefit of all parties involved.

- A. All Trades employees are to report all incidents and accidents immediately to their foreman or superintendent.
- B. If any injury, other than first aid, should occur then direct the All Trades employee to the nearest IHC Work Med for the appropriate medical care within 1 hour of injury or exposure.
- C. Have a company representative call and inform All Trades Staffing of the injury or exposure. The information needed is as follows: Who, Where, When, What, How, and How serious.
- D. The All Trades office phone numbers are as follow:

Salt Lake City Office/801-313-1234

Ogden City Office/801-399-1234

Provo City Office/801-373-0060

After Hours/801-259-0826