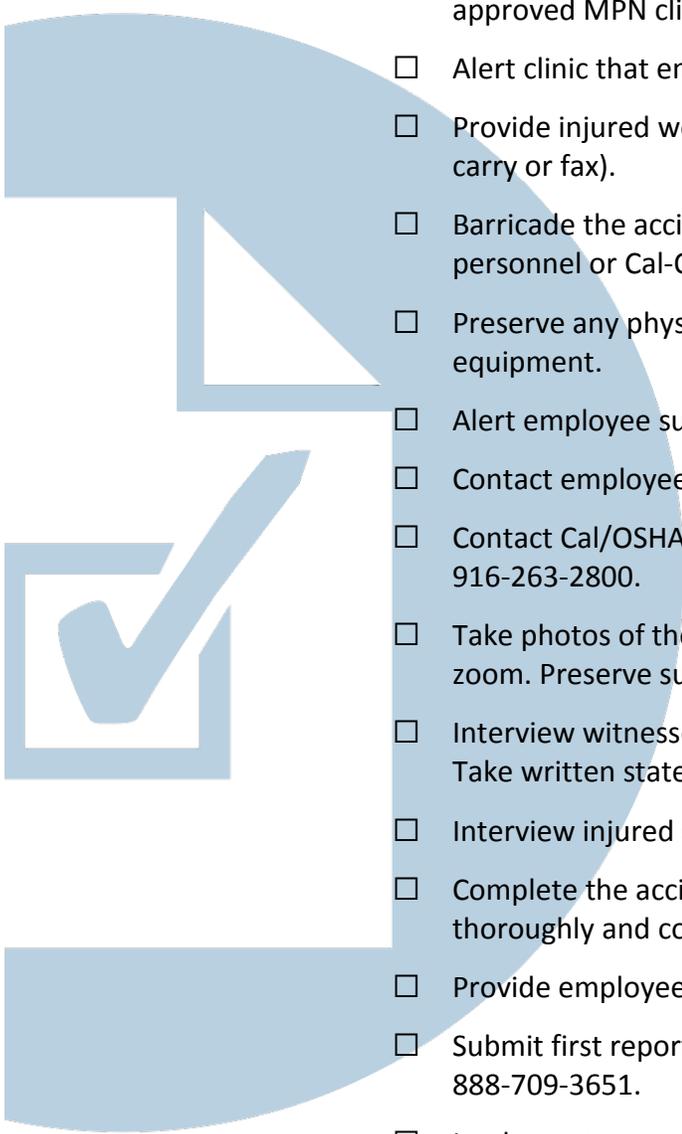


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- Provide first-aid or arrange for employee medical treatment. Use approved MPN clinic.
  - Alert clinic that employee will be arriving.
  - Provide injured worker's written job description to clinic (hand carry or fax).
  - Barricade the accident scene until deemed safe by qualified personnel or Cal-OSHA.
  - Preserve any physical evidence, such as potentially defective equipment.
  - Alert employee supervisor and corporate contact.
  - Contact employee family members in the event of serious injury.
  - Contact Cal/OSHA within eight hours if employee is hospitalized: 916-263-2800.
  - Take photos of the accident scene using a variety of angles and zoom. Preserve surveillance video if available.
  - Interview witnesses using fact-finding, open-ended questions. Take written statements.
  - Interview injured employee if possible.
  - Complete the accident investigation report objectively, thoroughly and completely.
  - Provide employee with Claim Form – DWC 1.
  - Submit first report of injury to CompWest Insurance Company: 888-709-3651.
  - Implement corrective action to prevent reoccurrence.
  - Partner with CompWest Keep at Work team to provide modified work (if applicable): 714-641-9510.