

POST-ACCIDENT SUPERVISOR CHECKLIST

A STEP-BY-STEP GUIDE FOR RESPONDING TO
WORKPLACE ACCIDENTS AND INITIATING POST-ACCIDENT TESTING

BEACON
EMPLOYER
COMPLIANCE
RESOURCE
SERIES



1 ENSURE IMMEDIATE SAFETY

Your first priority is the safety and well-being of everyone involved.

- ✓ Attend to injured employees.
- ✓ Call 911 or emergency medical services if needed.
- ✓ Eliminate immediate hazards, if it is safe to do so.
- ✓ Secure the accident scene when appropriate.



2 NOTIFY THE APPROPRIATE PERSONNEL

Follow your company's established reporting procedures.

- ✓ Notify your supervisor or manager.
- ✓ Contact your designated employer representative.
- ✓ Notify safety or human resources personnel if required.
- ✓ Follow internal reporting protocols.



3 DOCUMENT THE INCIDENT

Record objective facts as soon as possible.

- ✓ Date and time of the incident.
- ✓ Exact location.
- ✓ Individuals involved.
- ✓ Witness names and contact information.
- ✓ Description of what occurred.
- ✓ Photographs (if appropriate and permitted).



REMEMBER:
Document facts—
not assumptions
or opinions.



4 DETERMINE WHETHER TESTING IS REQUIRED

Review your company's written drug and alcohol testing policy to determine whether post-accident testing is appropriate.

- Testing requirements may be based on:
- ✓ DOT regulations (if applicable)
 - ✓ Company policy
 - ✓ Workers' compensation requirements
 - ✓ Safety-sensitive job duties
 - ✓ Nature of the accident



5 CONTACT BEACON

Have the following information available when scheduling testing.

- ✓ Company name
- ✓ Employer contact person
- ✓ Collection location
- ✓ Number of employees to be tested
- ✓ Type of testing requested
- ✓ Any special instructions or site access information



6 PROTECT THE INTEGRITY OF THE TESTING PROCESS

- ✓ Keep the employee available for testing.
- ✓ Do not unnecessarily delay testing.
- ✓ Arrange safe transportation if the employee should not drive.
- ✓ Maintain confidentiality throughout the process.
- ✓ Continue following company policy.



7 BEACON HANDLES THE COLLECTION

Our experienced collectors will:

- ✓ Verify employee identity.
- ✓ Complete all required Chain of Custody documentation.
- ✓ Perform the specimen collection.
- ✓ Coordinate laboratory testing.
- ✓ Prepare specimens for shipment.
- ✓ Help ensure a professional, compliant collection experience.



EMPLOYER REMINDER

Always follow your company's written drug and alcohol testing policy and all applicable DOT, federal, state, and local regulations. Decisions regarding post-accident testing should be based on your organization's established procedures and regulatory requirements.

WHY EMPLOYERS CHOOSE BEACON



MOBILE
ON-SITE
COLLECTIONS



DOT &
NON-DOT
TESTING



BREATH
ALCOHOL
TESTING



HAIR
FOLLICLE
TESTING



ORAL FLUID
TESTING



PROFESSIONAL
DOCUMENTATION



RELIABLE
LABORATORY
PARTNERS



RESPONSIVE
LOCAL
SERVICE



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PROFESSIONAL.
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TRUSTED.