



Emergency Protocol Information

In the event of a life threatening emergency involving a Santa Cruz Staffing employee:

1. Contact emergency services
2. Call Santa Cruz Staffing immediately
 - a. During office hours (8:30am – 4:30pm): (831) 423-8888
 - b. After office hours: Gretchen Martinez – (831) 229-0124
3. Quickly complete an accident report (next page) and include names of witnesses
4. Santa Cruz Staffing will contact you to schedule a time to discuss the incident

In the event of a non-life threatening accident involving a Santa Cruz Staffing employee:

1. Contact Santa Cruz Staffing immediately
 - a. During office hours (8:30am – 4:30pm): (831) 423-8888
 - b. After office hours: Gretchen Martinez – (831) 229-0124
2. Instruct the injured contractor to contact Santa Cruz Staffing.
3. SCS will then arrange for the contractor to obtain necessary medical treatment
4. Quickly complete an accident report (next page) and include names of witnesses
5. Santa Cruz Staffing will contact you to schedule a time to discuss the incident

Santa Cruz Staffing's Action Steps:

In the event of an emergency, once you, or the contractor, contacts Santa Cruz Staffing, someone will:

- Meet or take the contractor to get medical treatment if appropriate
- Complete a detailed report of the accident
- Obtain drug/alcohol screenings, if warranted
- File an injury report with Santa Cruz Staffing's workers' compensation insurance carrier and submit a DWC to the State of California
- Establish the contractor's ability to return to the workplace
- Communicate the contractors work status to you, our client



Santa Cruz Staffing Accident Report

Client:	
Address:	
Employee:	
Please describe the injury in detail and indicate the part of the body affected:	
Witness(es):	
Witness(es) contact information:	
Report by:	
Date:	