

# Volunteer/Visitor Injury Reporting Quick Reference Flow Chart

**Serious** injury requiring emergency medical treatment

**Potentially** serious injury that requires treatment by a health care provider

**Minor** injury requiring minimal first aid care at the site

Call 911 and request an ambulance

Call the Human Resources Manager.  
If the HR Manager is unavailable, refer to the key contacts tab for other staff you may notify.

**Complete:**

✓ **Online SOCFC Incident Report**

Submit report to Human Resources within 24 hours.

A copy will be emailed to you to give to the volunteer/visitor.

Give the site supervisor a copy to keep too.

Notify the volunteer/visitor that if they seek medical treatment from a health care provider, they **MUST** notify Human Resources within 2 days.

If a child caused the injury, notify the Education Director by email.

**Complete:**

✓ **Online SOCFC Incident Report**

Submit report to Human Resources within 24 hours.

A copy will be emailed to you to give to the volunteer/visitor

If a child caused the injury, notify the Education Director by email.

**PROCESS COMPLETE**