



# Standard Operating Procedure on Injury Accident Reporting

## 1. Purpose

Describe the process for Injury Accident Reporting  
What to do if there is an accident or other incident during an ASPNC activity session.

## 2. Scope

This SOP covers all incidents at ASPNC venues and is applicable to all staff, volunteers, and participants.

## 3. Prerequisites

At any venue – follow the venue's emergency procedures.

## 4. Responsibilities

The Safety Committee will modify the Injury Accident Reporting SOP as necessary.

## 5. Procedure

- Alpine
  - For evident or serious injury, notify Ski Patrol first – Ch. 1, then notify Volunteer Leader (VL) on Ch. 2 or cell. Stay with your participant. Minimal first aid supplies in all coats.
  - Send lesson assistant to Grotto to locate and notify the CI or caregiver. If the participant will be transported down by Ski Patrol, lesson assistant escorts the CI and introduces them to the patrollers at the treatment room.
    - VL will discontinue his/her lesson, arrange for his participant to return to the Grotto and VL will respond to the incident location and/or patrol HQ.
    - Lesson Lead and VL will ensure an incident report is completed and the office is notified once the participant's disposition is known (i.e. transported by ambulance, treated by caregiver, etc...)
    - If complaint or suspicion of minor injury, assess if the run can be safely completed without further risk or increased anxiety. Consult with VL regarding alternate means to return the participant to the Grotto (piloted sit ski, Cannon guest services snowmobile). Re-evaluate for injury with CI inside.

- Non Alpine
  - For evident or serious injury, call 911 and notify Volunteer Leader (VL). Stay with your participant. Minimal first aid supplies are available .
    - Send lesson assistant to locate and notify the CI or caregiver. Don't transport anyone in your own vehicle. If transport is needed call for an ambulance or have CI/family transport.
    - VL will discontinue his/her lesson and respond to the accident
    - Lesson Lead and VL will ensure an incident report is completed and the office is notified once the participant's disposition is known (i.e. transported by ambulance, treated by caregiver, etc...)
    - If complaint or suspicion of minor injury, assess if the activity can be safely completed without further risk or increased anxiety. Consult with VL regarding alternate means to return the participant to the starting location and re-evaluate for injury with CI.
  - Complete an ASPNC Incident Report (*G008*)
    - If someone is injured
    - If you have a mishap and equipment is damaged
    - If you have a mishap and someone seems to be indicating soreness or discomfort
    - If you have an incident with the Tandemski, please let the Executive Director know
    - If you have an incident with the Tetraski please let the Program Manger know

## 6. References

List resources that may be useful when performing the procedure; for example, Admin policies, Municipal Code, government standards and other SOPs.

## 7. Definitions

- **Accident** is a workplace incident that resulted in the injury or death of any person.
- **Tandemski**, made by Tessier, allows people with extreme physical challenges to enjoy being on the slopes. It is a specialized sit-ski with a comfortable chair for the skier, which sits on a base of articulated skis. A trained pilot operates it from the back.
- **Tetraski**, is made by the University of Utah and allows for a person with a complex disability to ski with a high level of independence. A joystick or sip and puff controller is used and mechanical actuators move the skis