

# How to Respond to a Workplace Accident



**Call 112 immediately**  
if the accident is serious



**Get the injured individuals**  
into safe hands



**Do not disturb the scene**  
Take and save photographs  
as well as any video



**Make an internal incident report**  
Ensure it is dated and signed  
by the injured party



**Obtain a witness statement**  
Ensure it is dated and signed  
by the witness



**Report the accident**  
to Vinnueftirlit, Sjúkratryggingar  
Íslands and the Police, as appropriate.



**SJÓVÁ**