

## Incident Reporting Procedure- injury & accident reporting:

### Purpose:

The purpose of this procedure/ guideline is to outline the requirements, methods and outcomes of reporting all occupational diseases, illnesses and incidents.

### Scope:

The following types of event, injury and/or illnesses will be reported, regardless of the nature or severity of the event:

- Fatality
- Critical injury/illness
- Lost-time injury/illness
- Illness or injury for which an employee receives/seeks medical attention
- First aid treatment
- Occupational disease
- Property damage
- Near-miss
- Fire
- Environmental release
- Explosions
- Exposures to biological, chemical or physical agents

### Definitions:

- Injury- an event that results in physical harm to an employee
- Illness-a deviation from the normal, healthy state of the body

### Roles & Responsibilities:

- An employee who sustains or may have sustained an injury or becomes ill as a result of workplace conditions or work activity must verbally report the injury or illness to a manager/supervisor *immediately* (not necessarily their own).
  - If due to the nature of the injury or illness, an employee is unable to report, it is the responsibility of any other employee, who happens upon the incapacitated employee, to promptly report the event to a manager/supervisor.
- The manager/supervisor, upon being notified of the injury or illness must:
  - Promptly ensure that first aid is administered by a qualified first aid provider.
  - Ensure the employee is given subsequent medical treatment if necessary; provide emergency transportation to treatment, if necessary.
  - Complete an Employee Accident- Incident Only Report. If necessary, complete the First Report of Injury Form. This form should be turned into central office via fax or email upon completion. The supervisor has 24 hours to complete the appropriate forms and turn them into central office.
  - Follow up by direct supervisor of injured employee for no lost-time injuries to ensure onset of pain has not manifested itself.

- Human Resources in Central office upon receipt of Incident and/or First Report of Injury will file claim with worker's compensation carrier with 24 hours.
  - Human Resources will follow up with any further requests for documentation from worker's compensation carrier.

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