


Category:	Workplace	INCA Community Services Personnel Policy 
Sub Category:	Health and Safety	
Effective Date:	3/2019	
Revised Date:		
Forms:	Accident/Incident Form	
Responsible:		

Reporting Injuries and Accidents Policy

Purpose/Introduction

The purpose of this policy is to develop guidelines to ensure procedures are handled in the event of an injury or accident on agency property or while conducting agency business.

Policy

INCA Community Services is committed to the safety of employees and the public while on agency property or doing agency business. If an injury or accident takes place on agency property, in agency vehicles, or while conducting agency business employees are to notify their direct supervisor immediately and not more than 24 hours after the incident occurs. Employees who experience a work-related accident or injury will be required to complete the appropriate forms and cooperate with the agency in complying with its recording, reporting and investigation obligations.

Procedures

Employees - All accidents and injuries involving employees, even those that are not serious, must be reported immediately to the employees director supervisor and/or the Human Resource Director.

- In the event of an injury or accident employees are required to notify their direct supervisor immediately.
- Employees and/or customers must complete the Accident/Incident form.
- Direct Supervisors are required to notify the Human Resource Director and turn in completed forms within 24 hours of notice of injury.
- Human Resource will:
 - Reports are placed in the employee's HIPPA file under Workers Comp.
 - If injury results in medical treatment an electronic claim (Form 2) will be filed with Workers Compensation. Exception: The employee may choose not to file a workers comp claim.
 - Once submitted to Worker's Compensation, all contact and services will be handled through them.

Public - Similarly, all accidents and injuries involving the agency's customers, vendors, contractors or any other person who is on agency premises, even accidents and injuries that are not serious, must be immediately reported to the Human Resource Director within 24 hours of the time of the injury.

- Human Resource will:
 - Documentation of the accident or injury will be kept on file.

- If the public party indicates the agency is at fault Human Resource will turn the case and documentation over to the agency's insurance company.

Accident/Incident Form

The first page of the Accident/Incident form must be completed by either customers or employees in its entirety. Individuals must sign and date the form and turn it into their direct supervisor or the designated staff person.

Employees must complete the Employee Only Section of the form before submitting it to their direct supervisor.

Documentation Required

- Accident/Incident Form
- Documentation from the Doctor's (if applicable)
 - Injury
 - Prognosis
 - Return to Work Notice
 - If off work more than 3 consecutive days
 - FMLA paperwork must be completed after 3 consecutive days if there is a health condition (See FMLA Policy)
- Pictures (if applicable)

Reporting Unsafe Working Conditions

It is only through full knowledge of every accident or injury that the agency can become a safer, healthier place to work for everyone. Employees' notification to the agency of unsafe working conditions or of workplace accidents, injuries or illnesses is essential to enforcing this policy. Employees may be assured that they will not be penalized in any way for reporting unsafe working conditions or workplace accidents, injuries or illnesses.

Definitions

FMLA - Family Medical Leave Act

Serious Health Condition - A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed healthcare provider.

HIPPA - Health Insurance Portability and Accountability Act, a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

Workers' Comp - a form of insurance providing wage replacement and medical benefits to employees injured in the course of employment in exchange for mandatory relinquishment of the employee's right to sue their employer for the tort of negligence.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.