

EMPLOYEE INJURY OR INCIDENT REPORTING PROCEDURE

1. When there is an Employee Injury or Incident

- a. Lead person to take charge and administer first aid as needed.
- b. **CALL 911** if major injury requiring immediate medical attention.
- c. Do not move anything unless necessary for safety, due to possible pending investigation of incident.
- d. Notify supervisor at once. Supervisor to notify division director/superintendent.
- e. Notify employee's emergency contact person.
- f. If injury requires a doctor's care but not immediate medical attention, arrange for transportation as needed to a medical facility. If employee has no preference, make arrangements for employee to go to: Virginia Mason Clinic, 380 Winslow Way East, Bainbridge Island, WA. Phone 206.842.5632
- g. Remain with injured employee until relieved by other authorized persons.
- h. If injury does not require medical attention, transportation arrangements to take the employee home can be made as needed.
- i. If a hospitalization or fatality is involved, L&I must be notified within 8 hours of incident. (See number 3 in this section "Hospitalization or Fatality").

2. Additional Steps for when a Vehicle is Involved

- a. Stop immediately to investigate.
- b. Secure the scene of the accident to prevent further injury or damage.
- c. Call 911 for major accidents and if injuries or outside parties are involved.
- d. Follow all police instructions. Do not assume liability for the incident or talk with the media.
- e. Obtain information as able about the event including; 1) witness names and phone numbers, 2) names and contact/insurance information of other drivers involved in the accident; 3) photos of incident and damage.

3. Documenting Employee Injuries & Incidents

- a. For injuries requiring medical care, employee informs medical facility that this is a work-related injury and fills out L&I form. Employee keeps "employee copy" with L&I claim number.
- b. For all injuries and incidents, employee completes a District incident report (Exhibit 4 "Employee's Injury/Incident Report" and turns it into immediate supervisor, who gives it to division director/superintendent.
- c. Division director/superintendent reviews incident form to ensure all information has been provided, and turns it into human resource manager at District administrative office within 24 hours of incident.

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- d. Division director/superintendent assesses severity of incident to determine if investigation is needed. If so, s/he contacts the Safety Committee chair or designee, and an investigation team is formed to investigate the incident promptly and determine causes. (See section titled "Incident Investigation Team").
- e. Human resource manager provides copies of incident and investigation reports to Safety Committee for review at their next monthly meeting. The committee will determine if recommendations to management staff are needed to prevent incidents of this type from occurring again.
- f. Original incident and investigation reports will be kept at District administrative office with L&I records.

4. In the Event of Hospitalization or Fatality

- a. For employee work-related hospitalizations or fatalities, a district representative must notify WA State Dept. of Labor & Industries within 8 hours of the incident.
- b. To notify L&I, call: 1.800.423.7233
- c. When reporting the incident to L&I, the following information must be provided:
 - 1) Name and phone number of person contacting L&I.
 - 2) Name of Park District.
 - 3) Location/address of incident.
 - 4) Date and time of incident.
 - 5) Number of employees who had a fatality, hospitalization, (or amputation or loss of eye) and their names.
 - 6) Brief description of incident.
- d. An L&I investigation of the incident is required, as well as a District investigation. (See section titled "Incident Investigation Team").
- e. All findings must be documented on an investigation report (Exhibit 3 "Incident Investigation Report Form") and recorded on the L&I required OSHA 300 log.

5. Near Miss Incidents

- a. Employees are encouraged to report incidents that could have resulted in injury or illness by filling out a District incident report (Exhibit 4, "Employee Injury/Incident Report") and specifying it as a "near miss" event.
- b. Employee turns incident report into immediate supervisor, who turns it into division director/supervisor to assess whether changes are needed to correct a potentially hazardous situation.
- c. Division director/superintendent turns incident report into human resource manager who provides copies of it to the Safety Committee for review at their next monthly meeting. Committee will determine if recommendations to management staff are needed to prevent possible injuries in the future.
- d. Original near miss incident reports will be kept at District administrative office with the L&I records.