

Policy 8.17

POLICY TITLE: ACCIDENT AND INJURY REPORTING	POLICY # 8.17	
Topic Area: HUMAN RESOURCES	Page 1 of 2	REVIEW DATES
Applies to: LRE Staff	ISSUED BY: Chief Executive Officer	1/31/25
Developed and Maintained by: LRE COO, LRE HR Coordinator	APPROVED BY: Board of Directors	
Supersedes: N/A	Effective Date: 3/21/2017	Revised Date:

I. POLICY

It is the policy of Lakeshore Regional Entity (LRE) to have every staff member report any work-related injury or accident to his/her supervisor immediately or as soon as is practical. Upon being notified of the injury or accident, the supervisor will instruct the employee to complete an "Employee's Report of Injury Form" located in the HR office or attached to this policy. In the event an injury or accident requires medical attention, the supervisor should direct and/or accompany the staff member to the closest Urgent Care (preferable) or Emergency Care facility.

II. PURPOSE

To establish policy and procedures to communicate and document the occurrence of an accident, injury, or situation that occurs while traveling or performing work on behalf of the LRE which warrants attention and follow-up.

III. APPLICABILITY AND RESPONSIBILITY

Employees, volunteers, and interns.

IV. MONITORING AND REVIEW

The LRE shall review at least annually, and as necessary, to maintain an adequate and acceptable standard of compliance and oversight as a Prepaid Inpatient Health Plan.

V. REQUIRED BY

Occupational Safety and Health Act of 1970
 Michigan Occupational Safety and Health Administration
 Worker's Disability Compensation Act of 1969

VI. DEFINITIONS

- Work-related accident or injury** is any injury or accident occurring during the employee's hours of work for LRE.
- Employees**, for the purposes of this policy, are all staff members, paid through the payroll.
- Near Miss** is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

VII. ENFORCEMENT

The Chief Operating Officer (COO) and supervisors are responsible for enforcing this policy. All suspected breaches or violations are to be reported to the COO.

VIII. SUPPORTING DOCUMENTS

- A. [Employee's Report of Injury Form](#)
- B. Supervisor's Accident Investigation Form
- C. [Incident Investigation Report](#)
- D. [Policy 8.4: Driving Responsibilities](#)