

## ORGANIZATIONAL PROCEDURE

<b>PROCEDURE #8.17a</b>	<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>
<b>TITLE: ACCIDENT AND INJURY REPORTING</b>	<b>3/21/2017</b>	
<b><u>ATTACHMENT TO</u></b>	<b>REVIEW DATES</b>	
<b>POLICY #: 8.17</b>	2/10/26	
<b>POLICY TITLE: Accident and Injury Reporting</b>		
<b>CHAPTER: Human Resources</b>		

### I. PURPOSE

To identify procedures for reporting and documenting any accidents, injuries, or incidents occurring during LRE-related work that require attention and follow-up.

### II. PROCEDURES

It is the responsibility of all staff to report all work-related injuries and accidents to his/her supervisor on duty immediately following the incident. Failure to report work related injuries and accidents in a timely manner may result in the denial of benefits under the workers' compensation law.

- A. Upon being advised of the incident, the supervisor or Chief on duty at the time of the incident should report immediately to the scene of the occurrence to assure prompt medical attention for the staff member(s) involved and address any safety hazards which may have caused or contributed to the incident.
- B. The supervisor should complete a Supervisor's Accident Investigation Form and advise Human Resources (HR) immediately.
- C. It is essential that an "Incident Investigation Report" form be completed. It is the responsibility of the supervisor to accurately and completely fill out this form if the employee is unable to complete the form themselves, and forward it to HR. In addition to completing the form, the supervisor should document the names of any co-workers of the injured staff member who may have witnessed the incident. The "Incident Investigation Report" form should be filed with HR.
- D. If a staff member loses time from work following a work-related injury or accident, then the supervisor has a duty to notify HR so that the workers' compensation carrier can be notified for benefits processing.
- E. Once the staff member informs their supervisor of their intent to return to work, the supervisor should notify HR of the return-to-work date. A medical practitioner's release authorizing return to work is required at or prior to the return-to-work date.
- F. Staff members may use PTO to supplement workers' compensation benefits. It is also possible for staff members to supplement workers' compensation benefits with holiday time. This is coordinated between the staff member's supervisor and HR. A medical practitioner's release for return to work is required.

**III. CHANGE LOG**

<b>Date of Change</b>	<b>Description of Change</b>	<b>Responsible Party</b>
2/10/26	NEW Procedure (removed from Policy)	HR Coordinator