

TOWN OF NEW DURHAM ACCIDENT REPORTING AND INVESTIGATION POLICY

Preamble: A worker's compensation injury is defined as an accidental injury or death arising out of and in the course of employment and all occupational diseases arising out of and in the course of employment. There are definite State requirements for reporting these injuries, which are summarized in this Section. Naturally, the first thing to do when an accident occurs is to ensure the proper medical treatment is provided.

Policy: Handling Medical Emergencies

Judgment is a key factor in the handling of an emergency especially one involving an injury . The following is a list of guidelines to follow in the event of an employee injury:

1. The Supervisor or person in charge in the supervisor's absence, shall call Emergency 9-1-1 and ask for appropriate safety agency(s). In all matters regarding injuries, an ambulance shall be called. Ambulance personnel are trained to determine if hospital treatment is the next required step, and act as the responsible transport. If hospitalization is required, employees shall not travel to any hospital in their own personal vehicles or any employee vehicle, nor shall any town employee be directed to drive the injured party to hospital. The only means of transport authorized by the town shall be ambulance transport. The only exception to this guideline pertains to ambulance personnel indicating that ambulance transport is not required but the injured should still be checked out by a local emergency room doctor. In this circumstance only, will it be acceptable for town personnel to transport the injured party in a private or town vehicle. The injured party under no circumstances should drive him or herself to the local emergency room.
2. Employee will notify the supervisor, if supervisor is absent.
3. Employee will follow reporting and investigation requirements.

Accident Reporting

1. Following telephone call to E 9-1-1, all accidents or incidents are to be reported immediately to the responsible supervisor, and person responsible for handling Workers Compensation Forms.
2. Supervisors will see to it that enough information is gathered to accurately complete the Employer's First Report of Injury or Occupational Disease (Form 8WC) and coordinate the same with the Benefit Coordinator who will be responsible for due processing with insurance and state agencies.

3. The First Report of Injury Form will be completed and processed by the department within **24 hours** per state law.

Accident/Incident Investigation

Designated individuals from the Joint Loss Management Committee, will investigate all accidents and incidents, which occur within their span of control. The purpose is to determine what happened, why it happened, and most importantly, how to prevent it from happening again. An accident investigation report will be required, reviewed with pending recommendations and duly archived only upon satisfactory completion and review of the recommendations by designated members of the Joint Loss Management Committee.

Guidelines for Conducting Investigations by JLMC

Investigate the scene as soon as possible after the accident/incident noting conditions, locations of equipment, physical objects, photographs and witnesses. Make notes and draw sketches as needed.

1. Interview witnesses soon after the accident so the facts will be fresh in their minds. Be certain that they understand that no blame is being laid - you are simply trying to gather facts to prevent a recurrence.
2. Interview the injured employee when the timing is right. Keep in mind his/her physical and emotional condition at all times.
3. Make recommendations to prevent similar occurrences. Terms such as "*employee was careless*" have no place in a factual report.

Statement by Employee:

I have received a copy of this Standard Operating procedure and understand the content.

Signed: _____

Printed Name: _____

Date: _____