

Prevention **Connection**



Safety resources to protect your world

SAMPLE

Work-Related Incident (Accident/Illness) Procedure

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1. All employees will follow the organization's written incident reporting procedure and notify their immediate supervisor of all incidents involving accidents or near misses.
2. Immediately following the incident, the Workers' Compensation/HR Coordinator will report the injury to SECURA Insurance by means of the company's 24-hour Nurse Hotline by calling 888-333-3334.
3. If an injury requires more than first aid, arrangements will be made for medical transport. The organization's Workers' Compensation/HR Coordinator will provide medical referral information.
4. An investigation will be conducted following all incidents or near misses, regardless if an injury or illness resulted. This information will be documented and maintained in accordance with our organization's record-keeping policy.
5. An Incident (Accident) Report form will be completed for all accidents, including when the injured employee receives only first aid treatment. This report will be filled out even if the employee can return to work immediately. All reports will be completed during the shift the incident occurred and submitted to the organization's safety and health professional.
6. The spokesperson for our organization, (*insert position title*), will notify the employee's family and handle any necessary press releases, if applicable.
7. Counseling may be offered to witnesses of a traumatic incident through Crisis Care – a service provided by SECURA Insurance.
8. The Workers' Compensation/HR Coordinator will be responsible for the following:
 - Keep the OSHA Injury and Illness log current and complete.
 - Establish a medical file that is separate and confidential from the personnel file.
 - Remain in contact with SECURA Insurance and oversee the case.