

Employee Incident Reporting Procedures

Employees must report any and all incidents resulting in injuries; whether major or minor. Reporting requirements are as follows:

Employee Responsibilities

1. Employee must immediately notify Supervisor and obtain Employee's Report of Incident form. If Supervisor or Supervisor's designee is not available, Employee must contact Human Resources to obtain a Report of Incident form.
2. Employee's Report of Incident Form must be submitted to Human Resources within 24 hours of the incident.
3. If medical attention is obtained, Employee must notify medical provider that the injury is work-related. The medical provider will then notify Labor & Industries.
4. If an employee decides "after the fact" (such as on a weekend) that an unreported injury has occurred requiring medical attention, employee should notify Supervisor on the next business day and follow steps #1-3.

Supervisor Responsibilities

1. Supervisor must complete the Supervisor's Incident Investigation Form to Human Resources within three working days of the Employee Report of Injury.
2. Supervisor will identify any preventive measures to avoid reoccurrence and implement preventive measures as appropriate.

Safety Committee

1. Safety Committee meets bi-monthly to review Incident summaries and evaluate prevention measures. Safety Committee may request additional follow up from Supervisor.

This packet is to be readily available from each Supervisor