



Incident Reports Involving Staff

It is our policy to provide the safest possible work environment for employees and to promote safe work practices at all times. It is the goal of our program to effectively manage the processes of occupational injury and illness prevention, and to aggressively eliminate the occurrence of unsafe conditions and at-risk behaviors. The program will provide the necessary resources so you can perform your job in a safe manner. Employees are required to comply with all safety rules and are encouraged to participate in identifying ways to make our agency a safer place to work. All personnel must recognize their responsibility to follow this safety policy and understand that accident prevention is as much their obligation as any other phase of their work

WHAT TO DO IF YOU, THE EMPLOYEE, ARE INJURED AT WORK

- Inform your supervisor - If you are injured on the job or diagnosed with an occupational disease, you must inform your supervisor immediately. Complete an Employee Incident Report located in Human Resources Department

Not all employee incidents become workers' compensation claims, but all employee incidents need to be recorded to retain the facts of the injury and to gather information for loss prevention purposes.

IF NO MEDICAL ATTENTION IS NEEDED, STOP HERE.

WHAT TO DO IF YOU NEED TO GO TO A MEDICAL PROVIDER

Inform your supervisor you are seeking medical attention right away.

Contact ESD 114 at (360) 782.5047 immediately to:

- Report the incident had occurred
- Provide details of the incident to the supervisor/human resources and follow L&I claims procedure as directed for the ESD 114 Human Resources Department

SUPERVISOR RESPONSIBILITIES

[WHAT TO DO IF AN EMPLOYEE IS INJURED AT WORK]

- Investigate the incident site immediately
- Have the employee complete an Employee Incident Report.

Not all employee incidents become workers' compensation claims, but all employee incidents need to be recorded to retain the facts of the injury and to gather information for loss prevention purposes.

Fax or bring to Human Resources the completed Employee Incident Report to ESD 114 Human Resources Department at 360-405-5813

IF NO MEDICAL ATTENTION IS NEEDED, STOP HERE

WHAT TO DO IF THE EMPLOYEE NEEDS TO GO TO A MEDICAL PROVIDER

Provide the employee with a copy of the EMPLOYEE RESPONSIBILITIES Handout
Request the employee contact you immediately after seeking treatment
Contact ESD 114 at (360) 782.5047 immediately to:

- Report the employee has gone to a medical provider
- Provide details of your investigation to the claims staff

In cases where the employee is unable to contact ESD 114 to begin the claim process and obtain a claim number prior to seeking medical treatment, the Supervisor can make the initial contact with the ESD 114 on the employee's behalf, when necessary.

Incident Report Form Procedure

Self-Insurer Accident Report SIF Form:

1. Forms are kept by Human Resources at ESD (individually numbered).
2. The forms are completed by any staff who has been injured or had accident while at work.
3. Human Resources requests, whenever possible, the staff person in question pick up the form.
4. The Internal Account gives the staff "A Guide to Industrial Benefits."
5. The original form is returned to the supervisor who returns it Human Resources ASAP.

Physician's initial Report:

1. Forms are given to the employee by Human Resources at ESD.
2. The form is to be given to the doctor by the staff who seeks medical care for on-the-job injury or accident. In case of immediate emergency, the staff should seek medical care first and follow up with the ESD forms after the emergency is taken care of.
3. The physician's initial report is to be returned to the OESD, by the doctor.
4. It can be returned by the staff if the doctor doesn't mail it in to Human Resources