

## ACCIDENT/INJURY REPORTING POLICY

### **1.0 PURPOSE:**

To provide policy and procedures to be followed should a City employee be involved in an accident or injury engaged in City business. Compliance with this policy is mandatory for all City employees.

### **2.0 ORGANIZATIONS AFFECTED:**

All departments.

### **3.0 DEFINITIONS**

3.1 **CITY DOCTOR** means the physician(s) contracted with the City to provide medical care for City employees. At the time of this policy revision, Wilson Immediate care is the medical practice contracted by the City of Wilson.

3.2 **COMPENSABLE INJURY/ILLNESS** means an injury/illness that arises out of or in the course of employment.

3.3 **WORK HOURS** mean the hours that fall within a standard work week; Monday through Friday, 7:00 AM to 5:00 PM.

### **4.0 POLICY**

#### 4.1 Reporting

4.1.1 *Employees will report all injuries, no matter how small or insignificant to their supervisor immediately.*

4.1.2 The immediate supervision shall be responsible for getting injured employee medical attention.

4.1.2.1 The *Medical Services Pass* (#OHN-112), authorizing medical treatment and drug charges, shall be filled out by the supervisor and taken by the employee to the medical facility and drug store.

4.1.2.2 The *Medical Services Pass* shall also be used for all follow-up visits and shall be marked follow-up visits and shall be marked follow-up at the top of the page. When completed, these follow-up passes shall be forwarded to the Management Services Office.

4.1.3 All injuries requiring medical treatment must be authorized by employee's supervisor and (except for severe emergencies) will be treated by the City nurse or City doctor.

#### 4.2 After Hours Reporting

4.2.1 The employee shall notify his supervisor as soon as practicable that he received medical attention after hours.

4.2.2 Supervisor shall complete Medical Services Pass, (#OHN-112), and state that the employee visited the hospital emergency room after hours.

4.3 Medical Care Requirements

4.3.1 All injuries that are deemed work-related and covered by Workers Compensation laws will be seen by the City doctor. Injured employees must continue to see the City doctor unless referred out to a specialist by the City doctor. If the employee desires a second opinion, permission must be obtained by the Management Services Office before visiting another doctor.

**Note:**

**Failure to adhere to paragraph 4.3.1 may result in denial and/or discontinuance of Workers Compensation benefits and employee having to pay all medical treatment costs out of their pocket. Payment of personal physician services for a Workers Compensation injury will be denied.**

4.4 Use of Emergency Room

4.4.1 The employee may utilize the Hospital emergency room for injuries only for the following:

- 4.4.1.1 After work hours when Management Services Office is closed,
- 4.4.1.2 When City doctor is closed,
- 4.4.1.3 Injuries that obviously require hospital admittance, or
- 4.4.1.4 In life-threatening emergencies.

4.5 Use of EMS/Rescue Squad

4.5.1 If the injury is a life-threatening situation, or will obviously require hospital admittance, EMS/Rescue Squad shall take the employee to the emergency room.

4.6 Accident/ Injury Investigation

4.6.1 The supervisor will investigate the accident and complete the Supervisor's Accident Investigation Report, (#SO-111).

4.6.2 The employee will complete an Employee Report of Accident/injury, (#SO-114), describing in detail how the accident/injury happened, the extent and location of the injury, what unsafe act, condition, or combination of any, caused the accident, and a list of any witnesses

4.6.3 The supervisor will forward the Supervisor's Accident Investigation Report, (#SO-111), and Medical services Pass (#OHN-112), to the Management Services Office.

**5.0 POST ACCIDENT PROCEDURES INVOLVING VEHICLES**

The following procedures are to be followed immediately after a vehicle accident:

- 5.1 If there are injuries or other emergency conditions (i.e., fuel leak, chemical spill) notify Wilson Emergency Communications Center (911) either through cell phone or use City radio (dispatch). Be prepared to give such details such as:
  - 5.1.1 Who is injured,
  - 5.1.2 How they were injured,
  - 5.1.3 Description of injuries,
  - 5.1.4 What vehicles are involved.

**Note:**

**All accidents involving City vehicles will be investigated by City Police or State Highway Patrol.**

- 5.2 Employees are to check on any victims and assist with safing the scene.

**Note:**

**Employees will refrain from making any statement to any person or representative other than City management or the investigating police office, admitting guilt or fault relating to their actions that may or may not have contributed to the accident.**

- 5.3 The employees is to notify their supervisor as soon as possible of the accident.
- 5.4 The employee and/or supervisor is to immediately notify the Safety & Risk Manger or his designee (Management Services Office) of the accident. This can be accomplished by either contacting Wilson Emergency Communications Center (911), their respective radio dispatcher, over the Safety 800 MHz channel, or by calling the Management Services Office. This is required for investigation of the accident and possible post-accident drug & alcohol testing that may be required. Further information can be obtained from the City of Wilson Personnel Policy Manual, Drug & Alcohol Policy, (E-3).
- 5.5 Appropriate documentation as required by Section 4.6 of this policy will be completed in a timely manner and copies sent to the Management Services Office.

## **6.0 DISCIPLINARY ACTIONS**

- 6.1 As the timeframe is critical to properly investigate vehicle accident, find the cause and prevention of future accidents, and reduce the potential liability for the City especially if there are federal and state regulations requiring compliance, the following infractions from this policy will result in disciplinary action up to and including termination:
  - 6.1.1 Failure of the employee to immediately report a vehicle accident to their supervisor.
  - 6.1.2 Failure to notify the Safety & Risk Manager or his designee immediately following a vehicle accident, and as a result preventing or prolonging the time between the accident and the performance of the drug & alcohol test, if required.
  - 6.1.3 Operating a City vehicle post-accident when the employee is required to perform a post-accident drug/alcohol test.

- 6.1.4 Operating a City vehicle post-accident before Management Services Office has received a negative drug/alcohol test results.
- 6.1.5 Admitting any guilt or fault to anyone other than the investigating officer or Safety & Risk Manager, whether their actions may or may not have contributed to the accident.
- 6.1.6 Falsifying accident documentation as required by Section 4.6b of this policy or the City's Drug & Alcohol Policy (E-3).
- 6.1.7 Directing a City employee to violate any rule within this policy.

