

06. SAFETY MANAGEMENT

6.2. Accident, Incident, and Hazard Reporting

BOS Approved – September 19, 2018

(“Procedures for Reporting an Employee Injury and/or Accident” of Nov 1, 2012, is superseded by this policy.)

6.2.1. Purpose. To maintain a safe and healthy workplace by implementing policies and procedures for timely reporting of injuries, incidents, or hazards, affecting County Personnel.

6.2.2. Policy. Employees are required to immediately report any work-related hazardous event or condition to a supervisor, regardless of severity or injury.

6.2.3. Definitions

A. Accident. An event that results in personal injury and/or property damage.

B. Incident. An event that may have caused or resulted in injury, but no obvious injury is present at the time of the report.

C. Hazard. An observable situation that could result in injury, property damage, and risk exposure to the County, or to an individual, if not addressed. Examples might include: slip, trip and fall hazards, potential for chemical spills, improper storage of hazardous substances, etc.

D. Safety Committee. An appointed cross-functional team, as outlined Policy 6.1 Safety Management Program, that investigates injuries, incidents, and near-misses with the purpose of identifying hazards and mitigating future accidents and injuries.

6.2.4. Emergency Procedure

A. If in need of emergency care, call 911 for EMS/Ambulance assistance.

B. Supervisor (or designee) calls “Company Nurse 24/7 Injury Hotline” (888-770-0925) to report injury, regardless of missing information. Information needed:

Information Needed	Information Provided
Employer Code	V032
Employer Name and Address	County of Fluvanna 132 Main Street, PO Box 540 Palmyra, VA 22963
Where the injury took place	
Date/time injury	
Name of witness(es)	
Employee Information	

Name	
Date of Birth	
Date of Hire (if known)	
Job Title/Occupation	
Marital Status	
Home Address	
Supervisor's Name and Phone Number	
When injury was reported to supervisor	

6.2.5. Non-Emergency Procedure

A. Employee notifies supervisor of the incident.

B. Employee calls “Company Nurse 24/7 Injury Hotline” (888-770-0925) to report injury, regardless of missing information. The list of information needed in subsection 6.2.3 above.

6.2.6. Medical Attention Required

The Company Nurse will:

A. Refer the employee to one of the designated medical providers on the County’s Panel of Physicians

B. Send the First Report of Injury report to Human Resources.

C. Send the designated medical provider an injury alert and clarify work status to employer.

D. Send the First Report of Injury to the County’s worker’s compensation insurer.

6.2.7. Medical Attention Not Required

A. The Company Nurse will advise of first aid procedure if it is determined that no other medical attention is needed.

B. Send the injury report to Human Resources.

C. If the situation worsens or does not improve, call back (888-770-0925) and get a referral to see one of the doctors on the County’s Panel of Physicians.

6.2.8. Accident, Incident, and Hazard Report (Form 6.2)

A. Complete County Form 6.2 for any accident, incident, or other hazard that did or could have resulted in personal injury and/or property damage when County land, equipment, and/or personnel were involved.

B. Includes events on County property and approved offsite events involving employees, contractors, visitors, and volunteers.

C. The senior staff person or supervisor most immediately involved is responsible for ensuring this form is completed and submitted to Human Resources within 24 hours of the event.

D. The Human Resources Manager is responsible for disseminating notice of reports to the Safety Committee, the relevant Department or Agency Head, and the County Administrator and ensuring compliance with HIPPA provisions.

6.2.9. Work Absence Procedure. If the employee misses work due to a work-related compensable injury:

A. County pays regular Leave time (classified as WC Leave) for the first 7 days of work missed.

B. On the eighth day of work missed, Workers Compensation insurance pays two-thirds of the injured employee's Average Weekly Wage.

1. The Average Weekly Wage is calculated by adding the total compensation paid (including overtime paid) for the previous 52 weeks before the injury date.

2. Workers Compensation pay is not taxable, therefore no taxes will be deducted for the weekly check.

C. Employee is responsible for keeping their supervisor apprised of the timeframe for the expected absence as indicated by a medical provider.

D. Medical authorization is required for returning to work, after any absence for a work-related injury.

1. If restrictions are required by the medical provider, the employee must discuss the request with their Supervisor and Human Resources Manager, before returning to work.

2. The County Administrator, Constitutional Officer, or Agency Director must approve any work related accommodations before the employee may return to work.