

ACCIDENT/INJURY POLICY - EMPLOYEE

PURPOSE

To protect the health and safety of all employees, provide for appropriate response in the event of injury or accident and comply with applicable federal and state laws.

SCOPE

The policy applies to all LADD employees.

POLICY

It is the policy of LADD that employees must report any unsafe conditions, circumstances or unusual employee incidents, to Management to prevent accidents or on the job injuries. All job-related injuries and/or illnesses must be reported immediately to Management for a prompt response and to obtain medical attention if necessary. Any event resulting in an employee receiving first aid of any kind must be reported. Safety is everyone's responsibility.

PROCEDURE

If emergency medical attention is needed, the employee or nearest bystander should call 911 and begin first aid if needed.

Accidents and/or unsafe conditions that have led to or may lead to an accident must be reported to Management so that immediate steps can be taken to make necessary changes so no further accidents or injury may occur. If necessary Management will take additional steps to make permanent changes to correct or prevent ongoing unsafe conditions.

If an accident results in an injury to the employee the employee and a member of Management must complete the Accident Injury Report form.

In the event of an employee injury that does not require emergency medical attention, please refer to the following procedure:

1. The injured employee must fill out the Accident/Injury Report and a member of Management must sign the completed form. If medical attention is not needed, the employee must still report the incident to Management and complete an Accident/Injury report. Management will coordinate the completion of the Accident/Injury Report including scan and email, or by faxing the form to the HR Department as directed on the form.
2. If the employee needs or requests non-emergency medical treatment, Management must be contacted; Management will provide the employee with information to contact TeleCompCare. This is the process where an RN through our workers compensation insurance company will triage the employee's injury to determine what type of first aid/treatment the employee needs. This is to ensure the employee receives the necessary treatment promptly. The nurse triage will direct the employee based on the information exchanged during the call which may result in the employee going to a designated clinic (TeleCompCare has a list of providers). Management will coordinate with the employee and the HR Department so the employee has the correct clinic information and LADD documents in order to receive care. Management will coordinate the completion of the Accident/Injury Report including scan and email, or by faxing the form to the HR Department as directed on the form. If all designated clinics are closed or treatment is urgent, Management may approve treatment at the closest hospital emergency room. **Failure to receive Management**

approval for treatment outside of the designated clinic may result in the employee being held responsible for the expense of treatment.

3. Employees reporting an accident/injury at work and seeking medical attention for this accident/injury may be required to take a drug/alcohol test upon arrival at the designated clinic.
4. Management must scan and email, or fax the Accident/Injury Report, physician's report and employee work status to the HR Department as directed on the form by the next business day.
5. The accident/injury will be entered on the OSHA 300 form if applicable. An Accident-Injury Occupational Occurrence Report (located in the Staff Communication Log must be filled out and sent to the HR Department if there was an exposure incident. Management must write recommendations and/or provide counseling to the staff after the injury has been treated. (An accident that results in death of an employee must be reported to OSHA within 8 hours)
6. Additional training will be provided before the employee returns to work if applicable.
7. In the event of serious injury such as loss of consciousness, or at the request of the employee, Management will coordinate with the appropriate Director to obtain emergency contact information from the Attendance On Demand system. The appropriate Director will coordinate with law enforcement or medical personnel for the notification of the family, as applicable.

