

# Accident / Illness Reporting, Recordkeeping and Investigation

Rev. 3/6/14

Page 1 of 4

**Purpose:** This policy will establish guidelines for completing and maintaining accident and work related illness reports, exposure records and the requirements necessary for proper reporting.

**Scope:** Department Heads and Supervisors, Safety / Loss Control Manager, affected employees, and witnesses to the incidents.

## I. Accident / Work Related Illness Reporting

### A. Employee Responsibilities

1. All accidents, injuries, work related illnesses, and near miss incidents are to be reported to the Department Supervisor immediately.

### B. Department Head / Supervisor Responsibilities

1. Determine if injury is beyond first aid treatment. (See attached).
2. Ensure injured / ill person receives proper medical care. Notify first aid personnel if necessary.
3. Secure the area.
4. Call Safety / Loss Control Manager (330-287-5449) or (330-201-4149) immediately and provide information including name, injury, or request for drug test. If not available, call 330-287-5400.
5. If injury occurs after hours, send to Wooster Community Hospital Emergency Room.
6. If the employee is to be drug tested, injured employee must be escorted and driven to and from the provider site.

7. Department head / or supervisors are to complete the following forms and forward them within 24 hours to the Safety / Loss Control Manager. (see attachments).
  - a. Wayne County Accident Report Form
  - b. Supervisor Return to Work Form.
    1. Complete weekly until employee returns to work full duty without restrictions.

C. Safety / Loss Control Manager

1. In case of fatality and/or 3 or more requiring the admittance to a medical facility, contact the Division of Labor and Worker Safety @ 800-671-6858 within 8 hours of the incident.
2. Determine if drug test should be administered. Provide transportation to medical facility if necessary
3. Complete necessary paperwork
4. Complete corrective action and investigation if necessary

**II. Investigation**

- A. The department head / supervisor and Safety / Loss Control Manager are to conduct the accident investigation within 24 hours of the incident using the Accident, Injury, and Work-Related Illness Report Form in attachments.
- B. If discrepancies exist, the Accident Investigation and Witness Report Form will also be used.
- C. The supervisor will complete the corrective action following the investigation and return it to the Safety / Loss Control Manager for follow-up and recommendations.

**III. Visitor / Public Incidents**

- A. The same procedure applies as stated above.
- B. Safety / Loss Control Manager will follow up by telephone to individual (s)

## **IV. Recordkeeping**

### **A. OSHA Form 200**

1. A log and summary will be maintained for all recordable occupational injuries and illnesses by the Safety / Loss Control Manager.
2. Information must be entered no later than 6 days after the incident.
3. Records must be posted February 1<sup>st</sup> until April 30<sup>th</sup> following the recorded year.
4. Records will be retained for 5 years.

### **B. Access to Employee Exposure and Medical Records**

1. Public access
  - a. employee medical records are not public documents and will not be given to the public or press.
2. Release of information
  - a. any request made for employee records must be communicated to the employee's supervisor for release of information.
  - b. an employee may release his/her own records
3. General records
  - a. whenever an employee, former employee, or designated representative requests access to a non-medical or non-confidential record, other access will be provided in a reasonable time, place, and manner.
  - b. if access cannot be provided within three (3) working days, the employer will, within that period, apprise the employee or designee as to the earliest convenient access date.
  - c. whenever an employee or designated representative requests a copy of a non-medical record the first copy will be made available without cost.

#### 4. Employee exposure records

- a. employer exposure records shall be made available to the employee subject to the record.
- b. exposure records will be made available to designated representatives upon written consent or when occupational need is shown when seeking access without consent.

#### 5. Employee medical records

- a. any release of employee medical records must comply with existing HIPAA policies and procedures.
- b. employee medical records will be made available to the employee who is subject of the record unless an exception under R.C. chapter 1347 applies.
- c. designated representatives will be given access to an employee's medical record(s) only upon tendering to the employer a signed written consent form from the employee who is subject of the record.

#### 6. Injury / Illness Reports

- a. Injury / Illness reports shall be made available to the employees, former employees, their designated representatives, and state inspectors.

#### 7. Federal and State Agencies

- a. government agencies charged with monitoring any part of the safety program may have access to any record at any reasonable time.