



## ACCIDENTS/INJURIES REPORTING

### I. PURPOSE

To protect the safety and health of all employees and to comply with applicable federal, state, and local laws.

### II. SCOPE

The policy applies to all City employees.

### III. POLICY

Job related injuries and illnesses, regardless of severity, should be reported immediately to the supervisor. The supervisor ensures the employee receives medical attention as required.

### IV. PROCEDURE

Supervisors shall make it known to employees under their authority that all work-related accidents and/or injuries, no matter how minor, should be reported immediately. Failure to report an injury when it occurred may result in the City's refusal to grant injury leave or accept responsibility for medical treatment that might later be necessary.

#### A. ACCIDENTS (Property/Liability Damage)

##### 1. When an accident occurs

- a. The employee must first determine if there are any injured parties. If an injured party is an employee, then follow the directions in section B. If the injured party is a not an employee and is unconscious, bleeding profusely, or displays other evidence of serious injury, call for an ambulance by phone or radio.
- b. Employee must make every effort not to admit guilt to any parties involved.



- c. Employee must not commit to any party involved any action on the part of the City.

2. Reporting a work-related accident

- a. Employees must report all accidents to their supervisor, whenever possible, within 48 hours of occurrence.

B. INJURIES TO EMPLOYEES

1. When an injury occurs

- a. If the injured is unconscious, bleeding profusely, or displays other evidence of serious injury, call for an ambulance by phone or radio.
- b. If the injured employee is ambulatory and displays no outward indication of serious injury, apply whatever first aid is necessary and, if in need of medical treatment, transport the employee directly to the nearest medical facility.

2. Reporting a work-related injury

- b. Employees must report all accidents and/or injuries to their supervisor, whenever possible, within 48 hours of occurrence in order for injury Leave to be paid. (Policy #314 injury Leave)
- c. It is the responsibility of the supervisor in charge to see that each accident or work related health problem is immediately and completely documented on the appropriate reports. Within two working days, the supervisor and the employee are to complete all prescribed reports as outlined in the City's Standard Operating Procedures and submit to Human Resources.

3. Prior Work-Related Injuries

Reports on complications related to previous on the job injuries while employed by the City of Georgetown should be routed to Human Resources and approval obtained before injury leave or workers' compensation medical treatment is authorized. Prescribed forms as defined in the City's Standard Operating Procedures must be completed.



4. Attending Physician

- a. The physician specified by the Human Resources Department to treat an employee injured on-the -job shall be the City's designated provider or may be the employee's attending physician. The City's designated provider may call in specialist to perform medical or surgical service as deemed necessary.
- b. Injured employees shall abide by the medical treatment recommended by the attending physician. Refusal could result in medical and leave benefits being denied.
- c. Human Resources will coordinate an employee's needed leave by requiring medical evidence of all days or hours needed for injury leave before that benefit is provided. The supervisor may require that an employee submit a statement from the attending physician that the employee is able to return to work.
- d. If an attending physician determines that an employee is not physically able to return to work the next duty day, or if they may return under restricted duty, then the employee must follow the provisions of the City's [Modified Duty #731](#).

5. Fraudulent Claims

Evidence that injury leave or medical treatment was secured through fraudulent statements or deceptive practices shall be sufficient cause for disciplinary action up to and including termination.