

Accident and Illness Reporting

The following is an outline of the procedure for reporting injuries and illnesses and the associated record keeping. All departments must comply with these requirements.

4.1 Reporting Employee Injuries and Illness

- a) Injuries, no matter how slight and illnesses shall be reported to the supervisor immediately. The injured employee shall narrate to his supervisor the details of how the accident occurred.
- b) If the injured is too disabled to provide information about the accident, his immediate supervisor shall interview witnesses, if any, and gather the needed information during his investigation which must begin immediately.
- c) The supervisor shall then prepare the report. It will not be delayed pending the return to work of the disabled employee.

4.2 Supervisor Accident Report

- a) Upon notification of an accident, the supervisor shall call the Safety Officer's office at 703-257-8282 and report the incident. The supervisor shall then investigate the accident and complete the Supervisor Accident Report form and deliver it to the Safety Officer within 48 hours. The report must be concise, correct, complete and clear, and include information that would answer the following questions:
 - i. WHO was injured or WHAT was damaged?
 - ii. HOW did the accident happen?
 - iii. WHERE and WHEN did it happen?
 - iv. WHO saw it happen?
 - v. WHAT persons, equipment, materials and conditions were involved?
 - vi. WHY did the accident happen?
 - vii. WHAT could and should have been done to prevent it and similar accidents?
- b) The supervisor must be particularly thorough in determining the WHY of the accident. For example, in the case of an employee receiving an eye injury, the supervisor might list the case as "failure to wear goggles;" whereas, the WHY here is: why didn't he wear goggles? Were goggles available? Were the goggles available inappropriate? If so, was he instructed to wear them? If so, why didn't he wear them?

Supervisors must therefore endeavor to answer all questions on the report form and provide all the information sought.

- c) If an employee has been away from work for a day or more as a result of a job-related injury or illness, his supervisor shall notify by telephone the Safety Officer or the Human Resources Office on the first day of return to work.

4.3 Accident Investigation Procedure

An accident investigation shall be performed by the first line supervisors of any employee injured while working or responsible for the damage of personal or City property.

After the supervisor's investigation of an accident as entered on the Supervisor's Accident Report, the Safety Officer may find it necessary to conduct further investigation. This investigation shall be reported on the Injury/Illness Investigation Form.

The Safety Officer shall, however, investigate all serious accidents. He shall prepare a quarterly accident summary report for distribution to staff and departmental managers. Each department's SHPC member is encouraged to discuss the accidents occurring in his/her department and the corrective action taken at SHPC meeting.

4.4 City-Approved Treating Physicians for Workers' Compensation

Under the Virginia Workers' Compensation Act, the employer must provide the employee at the time of injury with a panel of at least three doctors from which the employee may select a treating physician.

If the employee selects his own physician for treatment rather than choosing from the panel, the employee must pay any expenses incurred. These expenses will not be reimbursed.

All employees injured or ill on the job between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, should go or be taken to one of the City-approved treating physicians. In life-threatening situations or cases that arise after hours, medical treatment should be sought at the hospital.

Immediately after an accident occurs, the injured employee shall notify his supervisor and obtain a Treatment Authorization Form which he shall take with him to a doctor of his choice from a list on the back of this form. Whenever possible, just prior to the employee's leaving for treatment, the supervisor or crew leader should call the selected doctor's office and notify them of the employee's arrival.

All departments have been provided with a supply of Treatment Authorization Forms.

Additional forms can be obtained from the Human Resources Department and are available on the City's intranet site.

4.5 Follow-Up Treatment

All treatments beyond the first instance of an accident shall be obtained from one of the City-approved treating physicians except in a case where an employee was referred to a specialist for a follow-up treatment.

4.6 Workers ' Compensation Prescriptions

The City has set up accounts with most local pharmacies which will enable City employees to fill their Workers' Compensation prescriptions on a timely basis and at no cost. Should any questions arise regarding pharmacies, please contact the HR Department.

Authorization forms are available in the Human Resources Department and should be picked up prior to going to the pharmacy.

If an employee chooses a pharmacy other than a City approved pharmacy, that employee will pay for his own prescription and will not be reimbursed.