



1001 Beall Lane * PO Box 3697 * Central Point, OR 97502 * 541-734-5150 * fax: 541-245-9188

EMPLOYEE INCIDENT REPORTING CHECKLIST

Use the following checklist to complete the process for incident reporting. If you have any questions during this process and require assistance, call the HR Coordinator at the Main Office. **You MUST notify your site supervisor or the Human Resources Department within 24 hours of any accident, illness/injury, or near miss.**

- Coordinate first aid and call 911 if necessary.
- Supervisor may accompany employee to the medical provider if necessary.
- Complete an SOCFC Incident Report online.
- Forward a copy of the completed *Release to Return to Work Form* from the health care provider to the HR Department.
- Speak to the HR Coordinator to obtain a temporary, modified duty position if the employee is unable to perform the usual and customary duties of their position.
- Human Resources, the supervisor, or safety rep investigates the incident and completes the incident follow up and, if necessary, a *Safety Concern Form*.
- Supervisor submits a *Maintenance Request* if a hazard was identified as a direct or contributing cause.
- If medical treatment was, or might be, required, the employee may also complete the 801 – Workers' Compensation Claim Form.**
- Retain copies of all reports for the employee and the site supervisor. Submit originals to Human Resources.
 - Online *SOCFC Incident Report* (a copy will be emailed to you after submission)
 - *Safety Concern Reporting Form*
 - *Maintenance Request*
 - *Release to Return to Work*

If outside medical treatment is or was required

- *801-Workers' Compensation Claim Form* (optional)