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## INCIDENT REPORTING INSTRUCTIONS

Employees, volunteers, and visitors should report any near misses, accidents, injuries, and/or illnesses to the site supervisor immediately. The following are guidelines on how employees and supervisors should respond to each of the various situations. For all child incidents, refer to *Policies & Procedures: Accidents, Injuries, and Medical Emergencies-Child*.

### **Near Miss**

A near miss is defined as an unplanned event where damage did not result, but the likelihood of personal injury was great. Reporting these types of events is very important in preventing a real accident from occurring. Many times the hazard that created the near miss can be identified and removed so that another employee does not get injured in the future.

- Near misses must be reported using the online incident reporting form on the SOCFC Staff Zone website. The affected party or the site supervisor should complete this form. The form requires the incident details and a statement from the affected party. The report must be submitted within 24 hours of the near miss to Human Resources at the Main Office.
- A *Maintenance Request* should be completed in order to report the hazard that created the near miss (i.e. the loose carpet, faulty equipment, etc.).
- Human Resources will complete a follow up analysis if necessary, and forward documentation to any applicable supervisor and safety representatives of the site where the incident occurred.

### **Accident/Illness (not requiring medical treatment or time lost from work)**

An accident is an immediate event where an individual is injured or property is damaged. An illness is an event occurring over time, either through exposure to disease or performing the duties required of the employee's position. An accident or an illness does not always mean that an employee has to seek medical treatment as a result of the accident or illness. Reporting an accident/illness is just as important as reporting a near miss, regardless of whether or not the affected party sought medical treatment or lost time from work. Reporting can prevent further accidents/illnesses.

- Minor and potentially serious accidents/illnesses must be reported using the online incident reporting form on the SOCFC Staff Zone website. The affected party or the site supervisor should complete this form. The form requires the incident details and a statement from the affected party. The report must be submitted within 24 hours of the incident to Human Resources at the Main Office.
- A *Maintenance Request* should be completed in order to report the hazard that created the accident/illness (i.e. loose carpet, faulty equipment, etc.).

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- Human Resources will complete a follow up analysis if necessary, and forward documentation to any applicable supervisor and safety representatives of the site where the incident occurred.

**Employee Accident/Illness (requiring medical treatment or resulting in time lost from work)**

If an employee has an accident or illness that requires medical treatment or results in time lost from work, the following steps must be taken:

- The site supervisor will coordinate first aid activities and call 911 if necessary, then contact Human Resources immediately.
- The site supervisor may accompany the employee to the health care provider (or delegate this to someone else if it is not feasible for them to go).
- The health care provider will complete a *Release to Return to Work* for the employee. The employee and/or site supervisor will ensure that a copy of this form is forwarded to Human Resources by the end of the work shift. If restrictions have been placed on the employee, the site supervisor will need to contact Human Resources immediately.
- If the employee has been released to modified duty, Human Resources will coordinate with the site supervisor or other managers to obtain a temporary alternative assignment for the employee when he/she is unable to perform his/her usual and customary duties.
- The employee and/or site supervisor must complete the required online incident reporting form on the SOCF Staff Zone website. The report must be submitted within 24 hours of the incident to Human Resources at the Main Office.
- If the employee wishes to file a Workers' Compensation claim, then the employee needs to complete the top portion of the *801 Worker's Compensation Claim Form* and send it to Human Resources.
- A *Maintenance Request* should be completed in order to report the hazard that created the accident/illness (i.e. loose carpet, faulty equipment, etc.).

**Visitor/Volunteer Accident/Illness (requiring medical treatment)**

If a visitor or volunteer has an accident or illness that requires medical treatment, the following steps should be taken:

- The site supervisor will coordinate first aid activities and call 911 if necessary, then contact Human Resources immediately.
- The site supervisor must complete the required online incident reporting form on the SOCF Staff Zone website. The report must be submitted within 24 hours of the incident to Human Resources at the Main Office.
- Human Resources will contact the operations director.

If you have any questions about the procedures, contact the HR coordinator at the Main Office at 541-734-5150 ext. 1021.

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