



Accident and Incident Reporting Process

Civitan provides insurance to compensate for any illness or injury an employee might suffer while working on Civitan's premises, traveling on official Civitan's business, or attending an activity officially sponsored by the Civitan.

Employees must report every injury, no matter how small, to keep the worker's compensation coverage in force and to be eligible for any benefits or other compensation to which they may be entitled. Managers should complete an incident report which includes the employee and witness's statement.

Please follow this reporting process

1. Immediately report any workplace injuries to a Supervisor, then HR.
2. If life or limb threatening emergency, call 911
3. With Supervisor present, Call TriageNow at 1-855-863-9088
 - a. If supervisor is unavailable call TriageNow directly
4. Follow their instructions. They will send HR all the necessary paperwork.
5. HR will follow up with the supervisor and employee for a detailed report of the incident for investigative purposes.
6. If employee is instructed to go to Urgent Care or ER, they must request a release to come back to work, and submit to HR.
7. Any employee involved in an on-the-job accident or injury may be tested for drug or alcohol use. These accidents can include driver negligence, or a workplace injury with or without medical treatment.
8. Employee is to keep HR posted on all visits, and progress. In addition, HR will continue to check on employee's progress. If the employee is given work restrictions or light duty employee needs to check in with HR before the start of their next shift to make sure all work restriction protocols are being followed. HR will supervise and oversee all light duty, modified duty and work restrictions. All managers and supervisors need to refer all employees regarding work related injuries to HR.
9. All incidents will be reported to the safety committee after the investigation is completed. The safety committee will document the incident on the safety log and initiate mitigation efforts as appropriate.

HR will receive immediate notices via email for all injuries that are called in to TriageNow. When an employee is referred to care, TriageNow will fax an injury alert notice to the clinic to arrive prior to the employee arriving at the clinic.

Failure to comply with reporting and medical follow up procedures may result in disciplinary action.

A more detailed video can be viewed here: <https://vimeo.com/289482050/72a5f9107c>



EMPLOYEE INCIDENT STATEMENT

Employee Name		Did an Injury Occur?	EMT Called	Did you go to Triage now
		Yes No	Yes No	Yes No
Department	Supervisor		Police Notified	
			Yes No	
Date of Incident	Time of Incident	Location of Incident	Van # (If Transportation related)	# of clients on van
Description of Incident– Facts only. If an injury is noted, be specific as to how it occurred and note injury location.				
A. What happened before the incident?				
B. Describe the incident/observation.				
C. What happened after the incident?				
Print Employee Name	Date	Print Witness Name (if any)	Date	
Signature of Employee	Date	Signature of Witness (if any)	Date	

Immediate Supervisor's Comments:	
Signature	Date
Department Head's Comments:	
Signature	Date
Human Resource Director Comments:	
Number related incidents _____ If Transportation related, did a mandatory drug testing occur? <input type="checkbox"/>	
Signature	Date
Executive Director's Comments/Signature (Needed for Procedural/Special Issue):	
Signature	Date
DDD Call Center Notified Yes <input type="checkbox"/> No <input type="checkbox"/>	
West	Fax <input type="checkbox"/> 602.771.1857
Central	Fax <input type="checkbox"/> 602.532.5511
East	Fax <input type="checkbox"/> 520.723.2637