

Mission Safe: Injury/Incident Investigating and Reporting Overview



Having a procedure to care for injured employees and volunteers is just as important as having one to care for members and guests. Part of the procedure must be to inform your employees of the need for immediate reporting of every incident to their supervisor. Your HR director, or another individual at that level, should check on each injured employee within a week of the incident to demonstrate to the employee that he/she is valued and needed because that knowledge aids in the recovery process and speeds the return to work.

Injury/Incident Investigation and Reporting Procedures/Responsibilities:

EMPLOYEE RESPONSIBILITY	SUPERVISOR RESPONSIBILITY	HR DIRECTOR or OTHER APPROPRIATE PARTY
<ul style="list-style-type: none"> <input type="checkbox"/> Employees must report all incidents, injuries, near misses and property incidents to their supervisor immediately. <input type="checkbox"/> Every injury must be reported prior to the end of the workday. <p><i>If you are injured on the job, no matter how slight, you must immediately report the incident to your supervisor.</i></p>	<p><i>For incidents involving injury to an employee, the Supervisor must:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately administer first aid and ensure that the employee receives proper medical attention <input type="checkbox"/> Complete the Workplace Incident Report by: <ul style="list-style-type: none"> <input type="checkbox"/> Visiting where the injury occurred <input type="checkbox"/> Interviewing the injured employee <input type="checkbox"/> Interviewing witnesses, if any <input type="checkbox"/> Surveying the incident scene <input type="checkbox"/> Completing Section II and assisting the employee complete Section I as needed <input type="checkbox"/> Completing Section III – Supervisor’s Incident Investigation within 24 hours of the accident and forward it to the appropriate party <input type="checkbox"/> Correcting any critical unsafe conditions immediately and making arrangements to correct non-critical conditions as soon as is practical <input type="checkbox"/> Training or disciplining the employee regarding protocols, as needed <input type="checkbox"/> Recommending protocol changes, as necessary, to prevent occurrence <input type="checkbox"/> Review the incident with the employee involved within 1 week 	<ul style="list-style-type: none"> <input type="checkbox"/> The HR Director [or other appropriate party] is to contact the employee within 1 week to check on his/her well-being and healing progress.