

Reporting Accidents and Personal Injury

Procedures

Employee

Responsibility

It is the responsibility of all employees to report immediately to their supervisor any accident or injury including near misses. An Industrial Commission Form 18, "Notice of Accident to Employer", shall be used to report to the supervisor. Employees should review any Job Safety Analysis forms which have been prepared for the job being performed when the accident occurred. Recommendations and appropriate changes should be discussed with the supervisor and necessary corrections implemented to prevent further accidents.

Supervisor Responsibility

Upon receiving a report of accident, by Form 18 or orally, the supervisor shall conduct an investigation using Form 6.14.1 and additional investigation forms as necessary (6.14.1 - 6.16.1). Following the investigation, supervisors are to complete Industrial Commission Form 19, "Employers Report of Injury To Employee". Corrective measures should be implemented immediately by the supervisor when the investigation reveals such actions are necessary.

The supervisor shall provide a copy of the Form 18, Form 19 and Supervisors Investigation Form 6.14.1 to the Division Safety Officer and to the Department Safety Officer.

Reports of all accidents/injuries and near misses should be discussed during meetings with employees of the work unit. The unit Safety Committee will audit reports and actions taken.

OSHA Reporting for Fatalities and Injuries

The U. S. Department of Labor has issued a final rule that requires employers to orally report any occupational fatality or any accident involving the in-patient hospitalization of three or more employees with eight hours. NIOSH adopted this rule by reference on April 1, 1994 with an effective date of May 1, 1994.

To keep the Governor's Office from being caught unaware, and to ensure proper notification of relatives, supervisors should immediately report all fatalities and injuries as outlined above to the Division Director. Additional notification should be given to the Department Safety Officer at (919) 715-4522 and to the Director of Public Affairs at (919) 715-4112. This notification will also be given to the Department Secretary.