



**CALVERT COUNTY GOVERNMENT  
GUIDELINE/POLICY/PROCEDURE**

<b>TITLE:</b>	<b>3.4-Accident/Injury Reporting</b>		
<b>ISSUED BY:</b>	Department of Public Safety/Career EMS		
<b>RESPONSIBLE STAFF:</b>	Division Chief Barry Contee		
<b>ISSUE DATE:</b>	12/11/2019	<b>REVISION DATE:</b>	
<b>PURPOSE:</b>	Establish the circumstances in which an accident/injury must be reported. This will also to establish the procedure for who/how to report an accident/injury.		
<b>APPLICABLE TO:</b>	All Field Clinicians		
<b>ATTACHMENTS:</b>			

<input type="checkbox"/> <b>GUIDELINE</b>	<input type="checkbox"/> <b>POLICY</b>	<input checked="" type="checkbox"/> <b>PROCEDURE</b>
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**This document needs to be reviewed/updated:**

<input type="checkbox"/> <b>Annually</b> <input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> <b>Other Interval:</b>	
	<input checked="" type="checkbox"/> <b>As needed</b>	<b>Flag for review on:</b>

**I. Purpose:**

Establish the circumstances in which an accident/injury must be reported. This will also establish the procedure for who/how to report an accident/injury.

**II. Definitions**

**Accident-** OSHA defines an accident as an undesired event that results in personal injury or property damage.

**Incident-** An incident is an occurrence of an unusual event, apparently of minor significance. OSHA defines an incident as an unplanned, undesired event that adversely affects the completion of a task.

**Injury-** Damage, loss, or harm to or suffered by a person

**Occupational Exposure (OSHA 1910.1030)**- Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employees duties.

### **III. Policy**

- a.** For any clarification or specific information, employees shall refer to the Approved Safety Manual. This is available on the employee S drive under Risk Management or can be made available in print at the Public Safety Office. Specifically, Sections:
  - 3.04 Procedures in Case of Employee Accidents/Injuries
  - 9.0-Vehicle and Driver Policy
  - 11.0-Accident Reports
- b.** All accidents and/or injuries must be reported immediately to the Shift Supervisor. If circumstances prevent immediate reporting (injury occurs during a call and patient care cannot be paused), the Shift Supervisor must be informed immediately upon completion of call.

### **IV. Procedure**

- a.** At the time of the accident/injury or upon completion of the emergency call, the employee involved shall contact the Shift Supervisor
- b.** From the Safety Manual Section 3.04:
  - i. 3.04 Procedures in Case of Employee Accidents/Injuries**

All accidents and/or injuries shall be reported to a Supervisor as soon as possible.

The Supervisor shall ensure the injured Employee receives prompt medical attention and completes all accident reports as specified in Section 11 of this manual.
- c.** Employees will complete the Safety Packet provided in the vehicle. If one is not available, the required forms can be found on the S drive at S:\Human Resources\Risk Management and Safety\WORKERS' COMP
- d.** Paperwork must be completed and turned into Risk Management within 24 hours of the incident to ensure ample time for Risk Management to process.