

Accident Investigation Report Relating to Potential or Real Workers Compensation Claims

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Contact Person:

Policy Statement:

It is the policy that accidents will be systematically studied so that their causes and contributing factors can be identified and eliminated.

Purpose:

The purpose of the policy is to prevent employees from being injured at work or while performing work related duties to minimize the costs related to accidents.

Scope Statement:

This policy applies to all employees of the Eastern PA Conference, local churches, and affiliated agencies. These are to be the minimum standards of operation. A work place, depending upon the situation, may find it necessary to add more to this policy.

NOTE: Employees are not to discuss any emergency or accidents with the news media. All questions should be directed to the Conference Director of Administrative Ministries at (610)666-9090.

Definitions for Work Related Events:

1. **Accident:** Any adverse effect involving employees.
2. **Incident:** Any unsafe act or condition presenting a substantial risk of a serious work related accident.
3. **Serious Accident:** Any accident resulting in an employee missing work due to an injury.

Procedures:

Medical Emergencies:

1. **Policy:** Each work place shall be prepared to provide prompt, appropriate emergency medical care within reason to any employee, visitor, or volunteer.
2. **Procedure:** In the event of a medical emergency (ex. Person collapses, is unresponsive, or appears to be seriously ill or injured):
 - a. The person who identifies a possible medical emergency shall immediately:
 - b. Call for help from others in the building.
 - c. Call 911 and ask for an ambulance, stay calm, and be sure to give clear directions to where the injured person is so that the ambulance personnel can reach the areas promptly.
 - d. Take charge of the situation as you wait for medical help to arrive.
 - e. In work places with a significant number of employees, when an area supervisor will be out of the building, she/he will designate one employee to be "on call" in the building to handle any emergency situation. The supervisor will inform the units who is to be contacted during his/her absence.
 - f. The area supervisor or designated employee will, report to emergency area, assess situation, and take charge. She/he will contact the area supervisor and apprise him/her of the situation as soon as possible.

- g. The area supervisor is responsible for informing his/her superior of the situation as soon as possible.
- h. Be sure to give clear, concise, accurate directions to site so that all persons involved can report quickly to correct area.
- i. All staff shall be made aware of the location of telephones, first aid kits, AED packs and other emergency equipment on sight.

NOTE:

1. The supervisor or designee will take charge and direct all personnel throughout an emergency situation, unless or until emergency response personnel arrive at the scene.
2. Designated personnel will perform only basic first aid emergency measures, exactly as if the event occurred at home or on the highway.
3. The nature of the situation will determine exactly what actions and in what order will occur.
4. Do not attempt to move an injured or unconscious person.
5. Do apply firm, direct pressure using a clean item such as a handkerchief to an area that is bleeding heavily. Send someone else for a first aid provider.
6. Complete appropriate accident forms and notify personnel and administration.

Accident Investigation:

1. The employee's supervisor should conduct the investigation.
2. After the emergency has been addressed:
 - a. Isolate or secure the area so it's not disturbed or causes other accidents.
 - b. Identify parties involved, witnesses, and get written statements.
 - c. Take Measurements, make sketches, diagrams, TAKE PHOTOGRAPHS and /or videos.
 - d. Identify evidence/samples.
 - e. Review related paperwork/records etc.

Accident Reporting and Follow up:

1. It is the responsibility of all employees of the facility to report all accidents or injuries, which occur during working hour to their supervisor for documentation and evaluation for treatment no matter how minor it may appear at the time.
2. This report must be made immediately or no later than 24 hours after the occurrence of the accident or injury.
3. The Supervisor is responsible for submitting the accident report to the Conference Director of Administrative Services within 48 hours of the occurrence of the accident. Failure to comply with this policy may delay the processing and timely disposition of the case.
4. It is the responsibility of the employee requiring evaluation and /or treatment to keep all appointments relative to these circumstances and to treat with a treating physician from the doctor panel.
5. If any appointments are missed, regardless of the reason, the employee shall notify the Supervisor promptly in order for the appointment to be rescheduled. If the employee fails to comply with this policy, it will be documented and disciplinary action and/or interruption of insurance benefits could be result.

INJURY REVIEW PROCESS (IRP)

Definitions:

1. Reportable Workplace Injury: Any injury that requires more than minor first aid.
2. Minor First Aid Treatment: Anything that does not require the review of a doctor or requires treatment at a hospital or other health care facilities.

Procedure:

1. Normal accident investigation and reporting procedures should be followed.
2. Once the employee returns to work either in a normal capacity or on "restricted duty" to work, their direct supervisor schedules a meeting between themselves and the employee. The supervisor is to function as the safety manager.
3. The meeting should be scheduled at the location that is free from distractions.
4. The meeting should be scheduled as soon as possible.
5. Items to review during the meeting:
 - a. Introduction of everyone in the meeting.
 - b. Thank everyone of attending and for his or her time.
 - c. State the purpose of the meeting. (keep positive)
 - d. The following are a few, but not limited to, employee questions to be asked during the meeting:
 - How are you? Are you ok?
 - Do you have any medical needs for the meeting?
 - What do you think of the emergency response?
 - Is there any thing you need to assist with their quick recovery?
 - Did you treat with a physician? If so, how was your treatment, if not, why not?
 - Were you asked to sign an acknowledgment statement?
 - Are you aware of your rights and responsibilities under the Workers' Compensation law?
 - Do you understand the Workers' Compensation fraud laws?
 - Ask if their supervisor contacted them? If so, what did they think about the phone call and if they have any concerns?
 - Ask if they would review the events of the accident?
 - Ask them what caused the accident?
 - Ask them if they have any recommendations for preventing future accidents?
 - Ask them if they have any questions?
 - Ask if there is anything they would like to discuss?
 - Thank them for their cooperation and time and pray for them to have a quick recovery.
6. Ask the group if any one has any questions or would like to ask any other question?
7. Review what will happen or the follow up that will occur after the meeting?
 - a. Who will follow up and when?
 - b. How and when will the employee receive any feedback on their contribution?
8. Update policies, procedure if need.
9. Follow up with all parties involved if and when corrective measures have been implemented if applicable.