

## STANDARD OPERATING PROCEDURE

**PROCEDURE:** PREPARING INCIDENT REPORTS TO DOCUMENT AN EMPLOYEE INJURY

**ORIGINAL DATE:** 10/03/2024

**WRITTEN BY:** ALLI YOUNG, RSU13 HUMAN RESOURCES DIRECTOR

**OBJECTIVE:** Provide clear instructions for how and when to prepare an incident report after an employee injury.

**TIME OF PERFORMANCE:** Immediately following an Employee injury (or within 24 hours).

### EMPLOYEE'S PROCEDURE

#### For an injury that is life or limb threatening:

1. Call 911 for immediate medical attention.
2. Complete an Employee Incident Report at earliest availability. (If Employee is incapacitated, a Supervisor can create the Employee Incident Report using information from a witness.)

#### For a non-life-threatening injury:

1. Immediately report injury to Supervisor and complete an **Employee Incident Report**.
2. Depending upon the seriousness of the injury, **if medical attention is required** please have an available School Nurse or Administrative Office Assistant contact Human Resources for a referral to Health Connections.
3. Provide follow up details or instructions to Supervisor, including but not limited to any prescribed work limitations, anticipated follow-up appointments and an expected "return to work" date. If an M1 Report for a work-related injury is provided by the attending physician, please provide a copy to Human Resources.

#### For an injury that doesn't require medical attention:

1. Immediately report injury to Supervisor and complete an Employee Incident Report.

Link to [EMPLOYEE INCIDENT REPORT](#)

## **SUPERVISOR'S PROCEDURE**

### **For an injury that is life or limb threatening:**

1. Call 911 for immediate medical attention.
2. Immediately report incident to Human Resources.
3. Complete a Supervisor's Incident Report.

### **For a non-life-threatening injury:**

1. Immediately report injury to Human Resources and complete a **Supervisor Incident Report**.
2. Depending upon the seriousness of the injury, **if medical attention is required** please contact Human Resources for a referral to **Health Connections**. Employee should not report to the Emergency Room, Urgent Care or their own physician unless Human Resources provides the authorization to do so.
3. Provide any follow up details or instructions to Human Resources, including but not limited to any prescribed work limitations, anticipated follow-up appointments and an expected "return to work" date. If an M1 Report for a work-related injury is provided by the attending physician, please provide a copy to Human Resources.

### **For an injury that doesn't require medical attention:**

1. Immediately report injury to Human Resources and complete a **Supervisor Incident Report**.

Link to [SUPERVISOR INCIDENT REPORT](#)