



Incident Reports & Safety Investigations: Quick Reference Guide

Incidents:

- 1) In the event of an employee injury seek appropriate medical care. **Call 911** for loss of consciousness, seizure, uncontrolled bleeding, chest pain or pressure, difficulty breathing, confusion or inability to talk, walk or raise both arms. If the employee provides their personal insurance information, they will be reimbursed for all medical expenses related to the workplace injury.
- 2) Make sure the scene is safe for other workers and emergency responders. Only move the injured worker if it can be done safely.
- 3) Treatments:
 - **Emergency:** Employee goes to the hospital with supervisor or another designated employee. Notify the employee's emergency contacts.
 - **Non-emergency:** Provide transportation, if needed, to a local urgent care. Provide the employee with a *Medical Treatment Authorization form.

Link to approved non-emergency approved provider search:

<https://www-sf.talispoint.com/login/>

- **Username:** *Strata* **password:** *SONC 99*
- Select "*address search*", enter address, and select "*Stratacare Network*"
- Select "*continue*"
- Select "*First Treatment Sites*" under "Provider Types" and "*Urgent Care Clinic*" under "Providers"
- Select "*Find Providers*"

- 4) Report incidents to your Division HR Manager *and* Safety Consultant as soon as possible.
- 5) Division HR Manager ***can assist the employee:***
 - in seeking non-emergency care at the nearest provider;
 - providing the *Medical Treatment Authorization form; and
 - providing the *Employee Incident Report to complete within 24 hrs. and a copy submitted to the Division HR Manager and Safety Consultant.

Division HR Manager ***can also assist the supervisor:***

- providing the *Witness Incident Report, for any witnesses to complete;
- providing the *Supervisor Incident Report, for supervisor to complete.
 - These forms are to be completed within 24 hrs. and a copy submitted to the Division HR Manager *and* Safety Consultant.

***To access Safety & Human Resources
Incident and Workers Compensation forms
click [HERE](#).**

Safety Investigations:

- Start the investigation as soon as possible. Contact the safety staff to assist with this process.
- Secure the scene, if necessary, with rope, tape, etc. Take pictures or measurements if they might be helpful.
- Have any witnesses fill out their reports within 24 hours. It's best if witnesses don't discuss the incident with each other before filling out reports. They should be told there is no penalty for telling the truth. The purpose of the investigation is to find a root cause and not to assign blame.
- Gather relevant records like past facility audits, previous incident reports, etc.
- Create a timeline including any physical or psychological contributing factors.
- Try to determine a root cause and solution based on input from the injured employee, witnesses, and any other resources necessary.

Do not discuss the incident with anyone outside the investigation. Refer all inquiries to the Public Information Officer.

Motor Vehicle Accidents

- For incidents involving Motor Fleet Vehicles (MFM) call police at 911.
- Contact the Fleet Manager for MFM at 800-272-8181 or your division budget staff and complete the Vehicle Accident Form (FM-16).

FM-16 Vehicle Accident Report click [HERE](#).

