



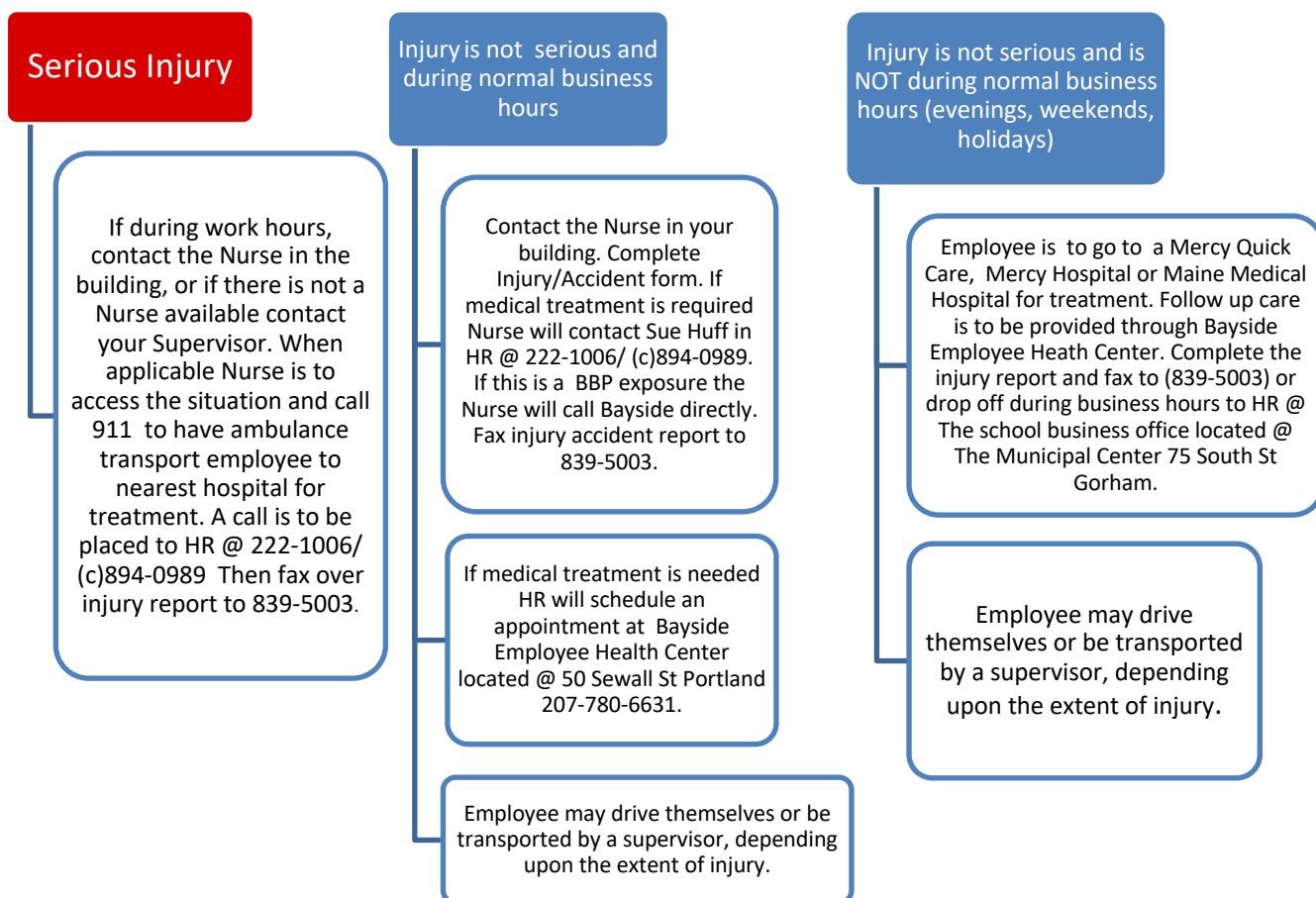
## Occupational Accident, Injury & Near Miss Management

Emergency Care, Reporting, Post Accident Testing and Investigations

### Procedural Steps - SCHOOLS

#### Employee Injury

If an employee sustains an occupational accident or injury; they all need to be reported within 24 hours regardless if medical is required. Follow the guidelines below:



**Follow the below steps ONLY AFTER** emergency needs are met, injured employees or members of the public have been transported for medical treatment, accident and/or injury site has been secured, and employees have been transported to a medical facility for mandated post-accident drug and alcohol testing for CDL licensed drivers/equipment operators.

1. Employee along with the Nurse fills out **Accident/Injury report**; as soon as is practicable. If employee is not available the Nurse will complete to the best of her knowledge.
2. **FORWARD** the completed **Accident/Injury report** to Sue Huff in Human Resources within 24 hours of occurrence, or as soon as is practicable. Fax number is: 207-839-5003
3. Supervisor, Department Head, Safety Coordinator or Human Resources will determine the need for an **Accident Investigation**, and will conduct the investigation, based on a number of factors, including but not limited to; the severity of the incident, any lost time, medical treatment, and/or information obtained from other sources / witnesses, including the police report (vehicle accident).
4. **Accident Investigators** shall use the [Accident Investigation form](#) to aid in the investigation process to identify why the incident occurred and what changes to procedures, policies, equipment or training need to be implemented to reduce the chance of a recurrence.
5. The results of the accident investigation, recommendations to prevent recurrence, and actions / controls taken will be reviewed and discussed at Safety Committee meeting(s) for follow-up action as necessary.
6. Corrective actions implemented, new work procedures and new PPE, etc. shall be communicated to employees, and appropriate training provided.
7. **Human Resources** will report on the accident or injury, investigation findings and corrective measures implemented to the **Safety Committee** at the next scheduled quarterly meeting.
8. Human Resources will report as soon as possible to the Maine Department of Labor all work related fatalities or injuries/illnesses when one or more employees are admitted to a medical facility overnight, or if the injured has a broken bone. At a minimum, **all fatalities must be reported within 8 hours, and hospitalizations must be reported within 24 hours.** The Emergency Notification Phone Number is (207) 592-4501, or [accident.bls@maine.gov](mailto:accident.bls@maine.gov).
9. **Questions?** Contact Sue Huff, Human Resources, at 222-1006 (Office), or 207-894-0989 (Cell).