

## **EMPLOYEE ACCIDENT AND MEDICAL CARE PROCEDURE 4.18**

### **I. Purpose**

To ensure prompt, thorough reporting and necessary treatment of all work-related employee accidents/injuries.

### **II. Statement of Policy**

It is the policy of Allied Services that all work-related accidents/injuries are reported promptly to a supervisor, investigated thoroughly, documented on the Employee Accident Report and conveyed to Risk Management. In addition, employees will promptly receive care for those injuries that require medical attention.

### **III. Procedure**

#### **A. Scranton Campus and Surrounding Areas:**

1. Employees are expected to report all work-related accidents or injuries immediately to their supervisor.
2. Upon notification of a work-related injury, an Employee Accident Report must be completed. This report is completed by the employee's supervisor, allowing for employee's statement of accident, review of employee's rights under Section 306 of the Pennsylvania Worker's Compensation Act and employee acknowledgement signature.
3. Within 24 hours of accident/injury, the employee accident report must be faxed to the Risk Management Department at 341-4648. Immediate notification of Risk Management concerning all accidents/injuries is preferred, with continued investigation and documentation occurring until all information is obtained.
4. The supervisor must investigate all potential hazards. The supervisor's investigation should include causative factors, root cause, surrounding events, immediate intervention, follow-up intervention and employee and witness statements.
5. OSHA requires that a sharps injury form be completed for every sharps/needle stick injury. Please fax this report to Risk Management with Employee Accident Report.
6. During the hours of 8:00 am and 4:30 pm Monday through Friday, the supervisor should call Employee Health Services at 341-4691 to schedule an appointment for evaluation. These appointments will be made with Rose Burti, RN, COHN
7. The employee will be triaged according to injury severity, which will lead to either treatment on-site or appropriate referral to a posted panel provider.

8. If a reported injury requires medical attention during hours that Employee Health Services is closed, or if the severity of the injury is such that immediate emergency attention is required, then the employee is to be referred to an emergency care provider. The ER should be used for emergencies only, otherwise any urgent care center may be used. Follow-up to all emergency visits should be done as soon as possible with a posted panel provider.
9. Employees must treat with a posted panel provider for a period of 90 days from the date of the first visit. Refer to current posted panel in your facility or on the ASINET under Risk Management.

**B. All Other Allied Locations:**

1. Employees are expected to report all work-related accidents or injuries immediately to their supervisor.
2. Upon notification of a work-related injury, an Employee Accident Report must be completed. This report is completed by the employee's supervisor, allowing for employee's statement of accident, review of employee's rights under Section 306 of the Pennsylvania Worker's Compensation Act and employee acknowledgement signature.
3. Within 24 hours of accident/injury, the employee accident report must be faxed to the Risk Management Department at 341-4648. Immediate notification of Risk Management concerning all accidents/injuries is preferred, with continued investigation and documentation occurring until all information is obtained.
4. The supervisor must investigate all potential hazards. The supervisor's investigation should include causative factors, root cause, surrounding events, immediate intervention, follow-up intervention and employee and witness statements.
5. OSHA requires that a sharps injury form be completed for every sharps/needle stick injury. Please fax this report to Risk Management with Employee Accident Report.
6. If a reported injury requires medical attention, the injured employee will immediately be referred to a posted panel provider. When a posted panel provider is not available (off shifts,) or the severity of the injury warrants emergency treatment, the employee will be referred to the emergency care provider. The ER should be used for emergencies only, otherwise any urgent care center may be used. Follow-up with a posted panel provider will occur as soon as possible.
7. Employees must treat with a posted panel provider for a period of 90 days from the date of the first visit. Refer to newly revised panel in your facility or on the ASINET under Risk Management.

#### **IV. Risk Management Responsibilities**

1. The Risk Management Claims Manager, or designee, reviews the information on the employee accident report, requests and/or conducts further investigations and files claim.
2. A report is generated monthly by the Risk Management Claims Manager and will be reviewed at the divisional Environmental Safety Committee and the Corporate Employee Health and Safety meeting. Trends are noted and recommendations for education/in-services are discussed and implemented.
3. All investigations by the Risk Management Department will be kept confidential. Any attempt by an employee to file a false claim will be referred to an Allied Services' legal representative, as fraud will not be tolerated.