

INCIDENT REPORTING PROCEDURES CHECKLIST

ON-THE-JOB INJURY

- Report any injury immediately to designated supervisor on duty for assistance. Use first aids (i.e., eyewash, bandages on cuts/scrapes, etc.) for minor injuries.
- If necessary, seek medical attention at employer's designated medical provider.
- Supervisor should accompany employee(s) to the approved medical facility or meet them there.
- Supervisor should use best judgment to ensure employee receives treatment as necessary. If employer's designated medical provider is closed or injury is life threatening or severe, seek treatment at nearest hospital facility. If in doubt about injury severity, call 911.
- Advise medical facility that you are an employee with Horry County and have been injured on the job.
- DO NOT supply personal medical insurance information if you were injured at work.
- Supervisor must initiate an S&E report as soon as possible.
- Department must e-mail completed Workers' Compensation First Report of Injury form to Risk Management within 24 hours of injury. E-mail to rmclaims@horrycounty.org.
- Supervisor should complete and document an accident investigation on Supervisor's Investigation Report and send to Risk Management within 48 hours of accident.
- Risk Management will conduct follow-up(s) with injured employee, supervisors and may conduct an investigation.
- All follow-up appointments must be pre-approved. Contact Claims Manager for authorization (pre-approval).
- Employee must provide doctor's note if placed out of work or on light duty.
- **CLAIMS MAY NOT BE PAID OR PAYMENTS MAY BE DELAYED BY WORKERS COMPENSATION IF THE ABOVE PROCEDURES ARE NOT FOLLOWED.**
- Department head or supervisor should follow up weekly on employee's progress and attend scheduled workers' compensation hearings.
- Employee must provide Return to Work (RTW) Release Form from the doctor before returning to active or restricted work status.
- Refer to Horry County Return to Work Policy (light duty) when release form includes work restrictions.

VEHICLE INCIDENT

- Turn the vehicle ignition off.
- Call for emergency medical assistance (911), if necessary.
- Call 911 to report accident and request police assistance. Immediately notify your designated supervisor on duty about the accident.
- Do not admit responsibility or guilt to anyone at the scene of the accident; provide facts only to law enforcement and county employees.
- Obtain the necessary data to complete the County's Employee Incident Report.
- The supervisor shall immediately notify Risk Management of the incident that day (or next business day if no injury) by providing the Police or Highway Patrol Officer's initial report to Risk Management and Fleet Services.
- Supervisor must contact County's designated medical provider to arrange for County driver to have POST ACCIDENT DRUG TEST within 24 hours (plus alcohol test within 2 hours for CDL driver, otherwise it is at the supervisor's discretion to have non-CDL driver alcohol tested). Supervisor may exclude operator from drug test only if all three of the following conditions apply: vehicle was parked, not moving, and not occupied when accident occurred.
- The supervisor shall forward initial S&E Report (Employee Incident Report and Supervisor's Investigation Report) within 24 hours and completed final report within 48 hours to the Risk Management by e-mail at rmclaims@horrycounty.org.
- Non-collision damages to vehicle and heavy equipment (i.e., vandalism, broken window, etc.) must also be reported immediately to the Horry County Police (915-5350) or City Police for generation of a Police Report.
- Contact Fleet Services within 24 hours (or next business day) to have vehicle assessed following all incidents, (including incidents where no damage appears visible) and provide Fleet Services with Employee Incident Report.
- See insurance card in glove compartment for County vehicle insurance information.

Additional Information: Risk Management 915-5230

NON-EMPLOYEE INJURY

- **Immediately notify Risk Management 915-5230.**
- **Render first aid and call 911 for medical assistance, if necessary. The non-employee will be responsible for emergency transport service costs if they elect to ride in an ambulance.**
- **Do not admit responsibility or guilt to anyone regarding the accident.**
- **Ask the non-employee to complete a written statement of what happened and provide contact information on plain paper (non-county form).**
- **Ask witnesses to complete a written statement and provide their contact information.**
- **Take photographs of area and anything relevant to the accident/injury.**
- **If the individual refuses to or is unable to give a written statement, as a minimum you must get their name and contact information to include in your report to Risk Management.**
- **The county employee that has completed the above shall complete an Employee Incident Report and forward to Risk Management immediately along with photographs and any other evidence.**
- **Do not promise payment or reimbursement for any costs incurred.**
- **Provide non-employee with Risk Management contact information. Non-employee must contact Risk Management to request information on claims procedures.**
- **Do not transport non-employee; if they do not want an ambulance they can contact a friend, neighbor, family member, or even a cab if they are unable to drive.**
- **Do not recommend or send non-employee to any particular treatment facility. They may choose where they want to go at their own expense.**

For Additional Information: contact Risk Manager 915-5230