

4. *Incidents, Injuries and
Accidents Reporting*

The federal Occupational Safety and Health Act and state workers' compensation laws require records and reports of illnesses and injuries on the job. All accidents, regardless of severity, or incidents that could result in injuries or illness should be immediately reported to the employee's supervisor.

Employees are encouraged to complete an Employee Accident/Incident Report form and provide as much information as possible about the accident/incident. Once completed, the Employee Accident/Incident Report form shall be given to the employee's supervisor or the Human Resources Department. Supervisors are expected to complete the supervisor's section on the form as soon as possible and without undue delay. The completed Accident/Incident Report form will be reviewed by the Central Safety Committee to evaluate the accident/incident and to identify corrective action needed or committee recommendations.

Employees are expected to report unsafe conditions or work place hazards immediately to their supervisor or to a member of the Central Safety Committee.

Origination Date: August 31, 2006
Revision(s) Date: January 1, 2010
November 5, 2019
June 14, 2021