

PERSONNEL 3.0

Employee Injured on the Job -- 3.4

Date Issued: December 31, 1998

Date Last

Revised:

Signature:

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

All incidents and accidents involving employees and occurring while on the job must be immediately and properly reported.*

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To document specific occurrences of all accidents and incidents including injuries, falls, TB skin test conversions, giving wrong medications and exposure to hazardous or infectious substances through needle sticks, chemical splashes, etc.

PROCEDURE

If any employee is involved in an accident or incident, the employee's supervisor should be notified. If the supervisor is not available, the administrator in charge of the office where the incident/accident occurred should be notified. An **Incident/Accident Investigation Report, PH-1765**, must be completed when any type of incident/accident occurs as soon after the mishap as possible. The front of the PH-1765 should be completed by the employee and the reverse side by the employee's supervisor.

If the employee is going to file for Worker's Compensation benefits as a result of the accident/incident, the employee must also complete an **Accident Report, TR-0231**. The Accident Report form is to be submitted to Sedwick James of Tennessee (current

claims administrator), as soon as possible. Employees, however, have up to one year after the mishap or date of discovery to file for Worker's Compensation benefits.

Employees involved in blood exposure to any known or possibly hazardous or infection substances through needlesticks, chemical splashes, etc., or employees who have a TB skin test that converts to positive should complete an Accident Report (Worker's Comp) even if they have no immediate plan to file for Worker's Comp. Under these special circumstances both the completed Incident/Accident Investigation Report and the Accident Report are to be submitted to the Personnel Section of the Bureau of Health Services. In any incident/accident that involves bloodborne exposure, OSHA mandates that strict limitations be placed on the circulation of medical information. Therefore, in these instances, both the Incident/Accident Investigation Report and the Accident Report (Worker's Comp) should contain only information specific to OSHA regulations. The health professional evaluating and managing the exposed employee should place all confidential medical information in a sealed envelope in a locked file.

*See Policy 7.5 for non-employee incidents and accidents.

Medical management of an employee with a bloodborne exposure should follow the procedures outlined in Policy 8.2.b.

All completed Incident/Accident Investigation Reports, regardless of the type of incident/accident, must be filed with the regional supervisor, according to the regional plan, and sent directly to the Personnel Section of the Bureau of Health Services within 72 hours of the incident/accident. The original form is to be retained in the incident/accident file at the location where the incident/accident occurred.

The Regional office is responsible for reviewing all Incident/Accident Investigation Reports on a periodic basis in order to detect trends and assess corrective action strategies.

Copies of all Incident/Accident Investigation Reports are to be retained locally for a period of two (2) years, except for those occurrences involving exposure to hazardous or infectious substances. In these cases, the form must be kept 30 years from the date of termination from employment.

NECESSARY FORM

1. Incident/Accident Investigation Report, PH-1765 (Rev. 01/99)
2. Accident Report, TR-0231

REFERENCE DOCUMENT

1. Worker's Compensation Handbook, Division of Claims Administration, January 1993
2. OSHA's Bloodborne Pathogen Standard, March 6, 1992
3. Infection Control Manual, Bureau of Health Services, February 22, 1993, Fourth Edition

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Medical Director, Bureau of Health Services, (615) 741-7305

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