accident reporting policy

A safe and healthy work environment is fostered through a partnership where all involved combine their efforts and share the responsibility for work-related personal injury prevention and management. Early reporting is essential to this process and [the Company] has a specific accident reporting and investigation form that must be used in the event of all work accidents and incidents.

Whenever there is a work-related accident, incident, or injury, the involved employee(s) must:

• inform his or her supervisors as soon as possible after the accident/incident occurs; and

• complete [the Company]’s Record of Accident/Incident/Serious Harm form, in conjunction with the supervisor, and send a copy to the Human Resources Department within 48 hours of the event.

If there is no medical treatment and no lost time (the staff member is able to resume work the day after the accident), then this is the only form to be completed. [Company] will provide the injured staff member with written notice of all decisions on work-related claims.

this policy is optional