

SECTION H

ACCIDENT REPORTING & INVESTIGATION

A. Purpose:

To provide a means of identifying reasons (acts and/or conditions) for accidents and ensuring corrective action is implemented to reduce the chance of similar accidents.

- B. Scope:** All accidents and incidents (including near misses) will be promptly reported to the immediate supervisor, whether or not they result in personal injury or property damage.

C. Procedure:

1. The supervisor must assure that first aid or medical attention is provided as needed. If a doctor visit is necessary, the supervisor is to arrange transportation with the designated transporter at the department/facility or by calling 911, depending upon the seriousness of the injury. If any question, call for higher medical services to respond to the work site by immediately calling 911.

If the injured employee requires medical treatment and it is after normal work hours, your supervisor will assist the injured employee in receiving any medical treatment needed.

NOTE: The BISD Risk Management office must be notified of the accident immediately. There must be no delay in the claim reporting process pending the outcome of the investigation.

2. District injury reporting procedures should be followed to ensure that there is no delay in medical care and treatment for the injured employee. Employee should complete the Employee Accident Report form after the injury occurs. The Employee Injury form can be obtained from the school nurse, supervisor, or director or by going to the Birdville website, Departments/Workers' Compensation/Forms/Employee Accident Report form. Completed forms should be submitted to Risk Management Office and supervisor after the injury is reported.
3. The supervisor should investigate the accident immediately, no later than 24 hours after the occurrence. The supervisor will use the Employee Accident Form and Supervisor Investigation Form to collect and document the incident.
4. Once the investigation is completed, the originals of both forms must be forwarded to the Risk Management office **no later than 24 hours after the occurrence**. A copy of the completed Supervisor Investigation Form will also be provided to the supervisor's manager.

5. It is the supervisor's responsibility to assure that corrective action was taken to mitigate or eliminate the hazard and that it was effective.

Near Misses: Employees are to report near misses and incidents in the same manner as a reportable injury on the Employee Accident and Supervisor Investigation forms so an appropriate investigation may be completed and documented. Both forms must be forwarded to the Risk Management office no later than 24 hours after the occurrence.