

275 - Employee Accident Reporting Policy

Approved by GWA Board of Directors on May 22, 2014

The purpose of this policy is to ensure proper procedure is followed in the event of an accident or an incident.

Policy

All George Washington Academy (GWA) employees shall report job related injuries, illnesses, and accidents (including vehicular accidents), regardless of severity, immediately to the Executive Director, District Manager, or supervisor, including but not limited to:

- Incidents and accidents where injury or illness occurs, as well as minor first aid or emergency attention are needed. First aid treatment is considered a one-time treatment of minor injuries that do not involve loss of consciousness or restriction of job duty.
- Incidents where property or equipment damage occurs.
- Any action or event observed that is unsafe or has the potential to cause injury or damage.

GWA has worker's compensation insurance through Workers Compensation Fund of Utah. Injuries that occur on the job fall under this policy. The policy allows compensation for medical care for all employees.

Procedure

Reporting Medical Accidents

If medical attention is needed immediately, due to life or limb threatening accidents, the employee will:

- Provide reasonable assistance and take emergency medical measures, based on the employee's knowledge of such situations
- Call 911 as required for life or limb threatening injury immediately
- Report the incident to the Executive Director, District Manager or supervisor

The Executive Director, District Manager or supervisor will report all injuries, even minor ones, to the appropriate parties and will complete an investigation. Vital information and details may be lost or forgotten if reports are not completed timely. Reporting of incidents or accidents should include the following details:

- How the person or property was damaged, or has the potential for being damaged.
- What happened at the time of the occurrence?
- Were any safety procedures being used to avoid potential injury or damage to property?
- Who witnessed the events that lead to the incident or accident?
- What time and date did this occur?
- List any other data that will assist in the investigation.
- The Executive Director, District Manager, or supervisor must complete any necessary forms at the time of the accident, even if the employee is not seeking medical attention at the time of the occurrence.

Initial care should be sought from GWA's Occupational Medical Provider for Worker's Compensation.

Intermountain Health Care Work Med

385 North 3050 East

St. George, Utah 84790

435-251-2630

Failure to obtain initial care from GWA's provider could require the claimant to pay the cost of medical services related to receiving initial treatment from a non-designated provider.

After the claimant receives initial treatment from GWA's designated occupational provider, the claimant is allowed to make a change of doctor, after notifying the District Manager and the worker's Compensation Insurance Provider.

Once a worker's compensation claim is filed, it now becomes the claim adjuster's responsibility to determine compensability. For claims to be compensable, they must meet the criteria of 1) It has to arise out of and 2) be in the course of employment. Refer to the Utah Labor Commission's guide to worker's Compensation for employers for more details.

GWA attempts to return the employee injured on the job to work within their physical restrictions as quickly as possible, using a temporary transitional assignment. This may mean modifying hours worked, job duties, restriction of duties, and a temporary change of position or a combination of positions. The purpose is to temporarily modify a position in order to meet the injured employee's restrictions until he or she can return to their normal routine.

Refusal by an employee to accept a temporary modified position could result in termination of worker's compensation benefits.

The doctor will provide detailed instructions on care, physical restrictions and special requirements.

An employee receiving workers compensation benefits for lost wages may use Paid Time Off (PTO) if available to help offset the difference between their average weekly wage (at the time of their accident or illness) and the benefit amount from worker's compensation, if they will accept a temporary modification of their position when:

- The benefit alone is less than the employee's average weekly wage, or
- The benefit, in combination with wages earned from a temporary modification of job assignment, is less than the employee's average weekly wage.

The injured employee will be contacted within seventy-two (72) hours of the accident by the District Manager for follow up on their condition and throughout the course of the claims process. The District Manager will follow up with the Executive Director or supervisor to ensure compliance with the injured employee's restrictions.

After each follow-up medical visit due to an on the job injury, the employee must provide the documentation from the doctor, which may indicate any changes in the work restrictions and possible release of restrictions. It is the employee's responsibility to schedule any necessary return doctor visits and to provide documents for proof of continued restrictions. Adjustments to the modified job responsibilities may occur upon review of the doctor's recommendations. A copy of the forms will be maintained by the District Manager for each doctor's visit.

When the employee's medical condition allows them to return to work with no restrictions regarding performing the essential functions of their job responsibilities, the doctor will provide documentation that the employee is fit to perform their job with no restrictions. A copy of this form needs to be provided to the District Manager, at least three days before you return to work.

Accident/Incident Investigation and Review

Administration will meet and consider information related to an accident or incident. They will review employee injuries and accidents to determine if the event and actions leading to the injury or damage to property were preventable.

A preventable accident or incident is any omission, act, or conduct that includes unsafe, willful, or reckless conduct, or any violation of policy. Preventable accidents also include an accident or incident that a reasonable person would have been able to avoid using commonly known safety precautions.

Willful or reckless conduct will be considered preventable and result in disciplinary action to include possible termination. Depending on the nature, severity and pervasiveness of an accident or incident that is found to be preventable, the violation of safety compliance will result in corrective action, up to and including termination.

After the initial review of the incident, the District Manager will notify the employee within ten (10) days of receiving all relevant previous records, information, reports and statements related to the accident/incident if corrective action will be taken.

Administration will follow GWA procedure for corrective action in administrating recommendations for action from the accident/incident review.

Reporting Vehicle Accidents

If you are involved in a vehicle accident, whether it be your own vehicle or a rental vehicle while on company business, contact your personal insurance agent first. If it is a rental car, you must then contact the rental car company and notify them. Be prepared to give them your insurance information.

Next, contact the District Manager or Executive Director to make a report.

If medical treatment is needed, these steps need to occur as soon as possible after you seek medical attention unless requested by authorities.

Unreported vehicle accidents could, depending on the nature, severity and pervasiveness of an accident or incident, result in corrective action, up to and including termination.