



WORKPLACE INCIDENT REPORTING POLICY AND PROCEDURE

APPLICABILITY

This policy applies to all employees who work for the City of Providence. Due to the unique nature of its operations, employees of the Providence Water Supply Board (PWSB) will continue to follow procedures outlined within their agency. *

PURPOSE

This policy is intended to help the City secure the safety of its work force, comply with reporting obligations, and identify and resolve potential hazards. In the event a work-related incident or injury occurs, prompt reporting is required for effective and efficient delivery of benefits, compliance with state workers' compensation regulations and to enable prompt investigation for the identification/implementation of any preventative measures.

POLICY

I. IMMEDIATE ACTION IN THE EVENT OF AN INCIDENT WITH INJURY RESULTING

Employee safety and well-being is our utmost concern.

1. To the extent possible, take steps to ensure the safety of others in the area.
2. Get emergency services (911) if needed.
3. Otherwise, seek appropriate medical care.

In the event of a serious injury, or an employee taken from the scene by rescue, Human Resources should be notified **immediately**.

II. REPORTING AN INCIDENT

Where to find blank reports

Employee Incident Reports (EIR) can be downloaded from the Workers' Compensation web page on both the City's internet and intranet sites: www.providenceri.gov/hr/policies/ or <http://provnet.providenceri.com/workers-compensation/>.

How to submit a completed Employee Incident Report

1. Employee Incident Reports should be submitted electronically to: EIR@providenceri.gov.
2. Originals should be kept in the department files.

Employee Actions

1. Employees are required to report to their supervisor any work-related injury, illness or minor incident immediately **or within 1 hour of the actual event/as close to the event as possible**.
2. If the supervisor is not available, employees must contact another management representative and report the situation to them.
3. After reporting an incident, the employee shall complete an Employee Incident Report (EIR) providing details regarding the incident and any injury/illness which may have occurred.
4. Employee Incident Reports should be completed as soon as practicable during the shift in which the incident occurred, **but no later than one (1) work-day after the incident**.
5. The involved employee should complete the form giving as much detail as possible, sign and date it, and give the report to their supervisor.

6. For employees who are unable to complete the EIR promptly, a supervisor may submit an initial EIR on their behalf to avoid delay. Information unknown can be left blank. The employee will complete and submit a signed EIR as soon as practicable.
7. Employees involved in an incident involving a City of Providence vehicle, including trailers or other mobile equipment, or a personal vehicle being used for City business, must submit an Employee Incident Report, whether or not an injury occurred. Refer to the **Vehicle-Equipment Incident Reporting Procedure** from the Human Resources' web page on both the City's internet and intranet sites.
8. Failure and/or delay in **reporting** could cause delays in obtaining workers' compensation benefits, if applicable.
9. Employees collecting workers' compensation benefits shall report in-person on a weekly basis to the Workers' Compensation department located at 25 Dorrance Street, Providence, RI 02903, Suite 411 to provide status updates on their recuperation and to discuss return to work plans. The frequency of this requirement may be temporarily adjusted or waived, depending on the nature and severity of the employee's condition, and upon receipt of their treating physician's written recommendation.

Supervisor Actions

1. When an incident has been reported, the supervisor should immediately verify that any hazard has been eliminated or that access to the area where the incident occurred has been restricted to prevent additional employees from being injured.
2. The supervisor shall:
 - a. assist the employee with the Employee Incident Report process as needed
 - b. identify co-workers or other employees present at the time of the incident and have them complete the *Witness Statement* section of the Employee Incident Report.
 - c. complete the *Supervisor's Information* section to provide an initial evaluation of the causes of the incident and to document that short-term preventative measures have been implemented, if necessary, to prevent risk of imminent recurrence.
 - d. Following department procedure, submit the completed Employee Incident Report as soon as practicable, but **no later than one workday after the incident was reported to the supervisor**.
 - Supervisors should NOT delay submitting the Employee Incident Report while obtaining information from witnesses or completing the Supervisor's Information section. That additional information can be sent along under separate cover.

Department Actions

1. Each department shall determine a process and designate a specific job title identifying the individual(s) responsible for receiving completed Employee Incident Reports from supervisors.
2. Employee Incident Reports must be forwarded to electronically to EIR@providenceri.gov within 48 hours.
3. A back-up person within each department should be identified to ensure that there are no delays in forwarding EIRs.
4. Additional information and/or witness statements can be forwarded separately in order to prevent delays in reporting.

III. PROCESS REVIEW

The Risk Management Specialist for Employee Safety will serve as a resource for the departments regarding investigation results and preventative actions as well as following up with departments after an incident has occurred. The Workplace Incident Reporting policy will be evaluated on an annual basis.

**This policy does not supplant or replace policies already in effect with the Providence Police and Providence Fire Departments.*