



CITY OF PROVIDENCE

7.10 ACCIDENT, INJURY AND ILLNESS REPORTING POLICY

Purpose

This policy is intended to help the City of Providence promote employee safety, comply with reporting obligations, and address hazards promptly and effectively. Prompt reporting of any work-related incident or injury enables efficient delivery of benefits, ensures compliance with the Rhode Island Workers' Compensation Act, and allows for proactive corrective measures to prevent future occurrences.

Scope

This policy applies to all employees, interns, fellows, board and commissioners of the City of Providence, excluding sworn personnel of the Providence Police Department, Providence Fire Department, and employees of the Providence Water Supply Board (PWSB).

Due to the unique nature of its operations and regulatory governance, employees of these entities will continue to follow the applicable procedures outlined within their agencies.

Policy

The City of Providence and the Occupational Safety and Health Administration (OSHA) prioritize employee health and safety. To ensure timely intervention and support, all work-related incidents must be reported immediately.

1. Immediate Action in the Event of an Incident with Injury Resulting

- A. To the extent possible, take steps to ensure the safety of others in the area.
- B. Call emergency services (911) if necessary.
- C. Otherwise, seek appropriate medical care.
- D. Notify OSHA immediately if the injury is severe or if the employee is transported from the scene

2. Reporting an Incident

A. Where to find blank reports:

Employee Incident Report (EIR) forms are available on the City's DPC – OSHA webpage:
<https://www.providenceri.gov/hr/workers-compensation/>

B. How to submit an Employee Incident Report (EIR):

1. Completed Employee Incident Reports must be emailed to: EIR@providenceri.gov
2. Departments should also retain a copy for their internal records.

3. Responsibilities

A. Employee Responsibilities:

1. Employees must report any work-related injury, illness, near-miss event, exposure to hazardous chemicals, or incident to their supervisor immediately **or as close to the event as possible**. If the employee's supervisor is not available, employees must contact another member of management and report the situation to them.
2. After reporting an incident, the employee shall complete an Employee Incident Report (EIR).
3. Employee Incident Reports should be completed as soon as practical during the shift in which the incident occurred but **no later than one (1) workday after the incident**.
4. The employee involved should complete the form in as much detail as possible, sign and date it, and return the report to their supervisor.

5. For employees who cannot complete the EIR promptly, a supervisor may submit an initial EIR on the employee's behalf to avoid delays. Unknown information can be left blank. The employee will complete and submit a signed EIR as soon as practical.
6. 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 regardless of whether an injury occurred. Please refer to the Vehicle/Equipment Incident Reporting Policy.
7. Failure and/or delay in reporting could cause delays in obtaining workers' compensation benefits, if applicable.

B. Supervisor's Responsibilities:

Upon notification of an incident, the supervisor must:

1. Ensure any immediate hazards are addressed, or that access to the area where the incident occurred has been restricted to prevent additional employees from being injured.
2. Assist the employee with the Employee Incident Report (EIR) as needed.
3. Identify colleagues or other employees present at the time of the incident and have them complete the witness statement section of the Employee Incident Report.
4. Complete the supervisor's information section to provide an initial evaluation of the causes of the incident and to document that short-term preventive measures have been implemented, if necessary, to prevent risk of imminent recurrence.
5. Submit the Employee Incident Report as soon as practical, but no later than one (1) workday after the incident was reported.

NOTE: Delays in reporting can impact workers' compensation benefits and internal response efforts.

C. Department Responsibilities:

1. Each department shall determine a process and designate a specific job identifying the individual(s) responsible for receiving completed Employee Incident Reports from supervisors.
2. Employee Incident Reports (EIR) must be forwarded electronically to EIR@providenceri.gov within forty-eight (48) hours.
3. A backup 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 to prevent delays in reporting.

4. Policy Review & Oversight

- A. The Director of Occupational Safety & Health Administration is responsible for annual policy evaluation, departmental follow-ups, and ensuring system-wide compliance and improvements.

NOTE: This policy does not supplant or replace policies already in effect with the Providence Police Department or the Providence Fire Department.

5. Compliance

- A. All employees, supervisors, and departments are required to follow the procedures outlined in the Workplace Incident Reporting Policy and Procedure.
- B. Failure to comply with this policy, including but not limited to delays in reporting, incomplete or inaccurate submission of incident reports, failure to address immediate hazards, or willful disregard of reporting requirements—may result in disciplinary action, up to and including termination of employment.
- C. Suspected violations of this policy, misuse of reporting procedures, or intentional obstruction of the reporting process should be reported immediately to the Director of Occupational Safety & Health Administration or the Department of People & Culture.
- D. All reports of non-compliance will be reviewed, investigated as appropriate, and handled with discretion and confidentiality.

- E. Enforcement of this policy will be conducted in accordance with applicable labor laws, relevant collective bargaining agreements, and the City's internal disciplinary procedures.

Related Policies:

Accidental Disability Pension Application

Personal Protective Equipment (PPE) Policy

Reasonable Accommodation Program- Americans with Disabilities Act (ADA)

Vehicle/Equipment Incident Reporting Policy

Workplace Cleanliness Policy

Discipline Policy

Code of Conduct

Leave of Absence Policy

Other Related Information:

[Local 1033 Collective Bargaining Agreement](#)

[Employee Incident Report Form](#)