



## Employee Accidents Policy

### I. POLICY

Employees will receive training that should decrease the likelihood of accidents from occurring. The training and these procedures will provide guidelines for responding should an accident occur. For all accidents, employees will fill out *First Report of Injury form* (found in the "SMB Disability Solutions Office Forms" Dropbox folder) and turn it into the office after contacting the Program Coordinator or Designated Manager.

### II. PROCEDURE

#### A. Employee accidents

1. If an employee is injured on the job, other employees on duty will assist the employee in obtaining necessary medical care, either by calling 911 or transporting the employee to a hospital, if needed.
2. If the employee is alone, they will make all reasonable efforts to ensure the safety of the persons served.
3. Before leaving for a hospital, employees will notify the Program Coordinator or the Designated Manager who will ensure that minimum staffing patterns or minimum services are met before persons served are left unattended.
4. If necessary, the Program Coordinator or Designated Manager will notify the injured employee's emergency contact, either by obtaining the information from the injured employee or from their personnel record.
5. Within 24 hours of the event, the injured employee and the Program Coordinator or Designated Manager will complete the required worker's compensation documentation and submit it to the Office Manager who will forward it to the appropriate insurance agency, as needed.
6. The Office Manager will distribute copies of forms to the Chief Executor Officer, who will take whatever action is necessary to ensure that licensing standards, the company's policies and procedures, and identified concerns for the health and safety of persons served or employees are being met.