

# ACCIDENT REPORTING PROCEDURES

\*All forms are located on the county website under "Employee Information" and in vehicle logbooks.\*

## A. An accident with physical injury needing medical treatment:

### **DURING NORMAL BUSINESS HOURS:**

#### 1. **Life Threatening Injuries:**

Call 911, or go to the closest Emergency Room. The employee is to read and sign the Alcohol/Drug Test Consent Form. In the case of an emergency, the form can be signed later.

#### 2. **Non-life threatening or non-emergency injury** call Dave Cain 632-1132 ext 229 to set up an appointment with Family Medicine Associates for the alcohol/drug screen and medical treatment. The alcohol/drug test must take place within 8 hours of the accident. The employee is to read and sign the Alcohol/Drug Test Consent Form.

#### 3. Contact Dave Cain at 632-1132 ext. 229 to report the incident and submit an Incident Investigation Report within 24 hours of the accident.

### **AFTER HOURS:**

#### 1. **Life Threatening Injuries:**

Call 911, or go to the closest Emergency Room. The employee is to read and sign the Alcohol/Drug Test Consent Form. In the case of an emergency, the form can be signed later.

#### 2. **Non-life threatening or non-emergency injuries needing immediate medical treatment** go to the closest Urgent Care Facility or Emergency Room. The alcohol/drug test must take place within 8 hours of the accident. The employee is to read and sign the Alcohol/Drug Test Consent Form. Submit a First Report of Injury Form and Accident Investigation Form to Human Resources within 24 hours of the accident.

#### 3. To report after hours injuries needing medical treatment, OSHA required reporting, serious injury, or for other information call Dave Cain at home 828-310-5910. Submit an Incident Investigation Report within 24 hours of the accident.

### **OSHA Reporting Requirements**

Employers must report work-related fatalities, hospitalization, amputation, or eye loss.

## B. A vehicle accident with discernable damage (to a vehicle or other property) and no physical injury:

#### 1. Each employee involved must be drug and alcohol tested within 8 hours of the incident. The employee is to read and sign the Drug Test Consent Form.

#### 2. Submit a First Report of Injury (Form 19) and an Accident Investigation Form to Human Resources within 24 hours of the accident.

## C. If an accident occurs that does not qualify as a situation listed above:

#### 1. Submit a First Report of Injury and an Accident Investigation Form to Human Resources within 24 hours of the accident.

#### 2. If there is no medical treatment at the time of injury, but there is any chance it may be needed in the future, a drug and alcohol test is required.

#### 3. Employee will not need to be drug and alcohol tested if there is no discernable damage and there will be no medical treatment related to the incident.

### **DRUG/ALCOHOL SCREEN LOCATIONS**

8am-5pm: Family Medicine Associates

After Hours: Urgent Care, Frye Regional Medical Center, or Iredell Memorial Hospital