

This supersedes any accident reporting communication postings prior to 1/1/12

ACCIDENT REPORTING PROCEDURES AFTER NORMAL BUSINESS HOURS

1. If any type of accident, vehicle or not, results in an injury needing IMMEDIATE medical treatment:

- Employee is to read and sign the Drug Test Consent Form. If it is an emergency situation the form can be signed later.
- Send employee to the nearest Urgent Care Facility or Emergency Room.
- Must immediately call 1-888-883-9568 to report the claim** and Department Head or designee is to submit a First Report of Injury Form and an Accident Investigation Form to Human Resources within 24 hours of the accident. Forms are located on our web site under the Employee Information section, and in all vehicle logbooks.

2. If the accident is a vehicle accident, but the employee(s) had no physical injury, they must immediately be drug and alcohol tested:

- Each employee involved is to read and sign the Drug Test Consent Form. A copy is located on our web site under the Employee Information Section, and in all vehicle logbooks.
- Immediately send employee(s) to Frye Regional Medical Center – Hickory Campus or Iredell Memorial in Statesville for drug and alcohol testing.
- Department Head or designee is to submit a Drug Test Consent Form, a First Report of Injury (Form 19) and an Accident Investigation Form to Human Resources within 24 hours (even for those accidents not having an injury). Both forms are located on our web site under the Employee Information Section.

3. If an accident occurs and is not a vehicle accident and immediate medical treatment is not needed:

- Department Head or designee should submit a First Report of Injury and an Accident Investigation Form to Human Resources within 24 hours of the accident.
- If the extent of injury is unknown, and treatment beyond first aid may be required, the injured employee must complete drug and alcohol testing according to policy.
- If the employee was uninjured or required only basic first aid, and the accident did not involve a vehicle, the employee does not need to be drug and alcohol tested.

***Should you have an urgent workers' compensation need after hours,
contact Brad Gates at 828-499-1711***