

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 and take it with them to the testing facility. 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 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 and take it with them to the testing facility.

3. Contact Dave Cain at 632-1132 to report the incident and submit a First Report of Injury (Form 19) and an Accident 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 and take it with them to the testing facility. 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 and take it with them to the testing facility. Submit a First Report of Injury (Form 19) and Accident Investigation Report 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 a First Report of Injury (Form 19) and an Accident 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 and take it with them to the testing facility.

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 (Form 19) 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 potential 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-4pm: Family Medicine Associates

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