

POLICY NAME INCIDENT REPORTING PROCESS

POLICY NUMBER 2.5.21

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

If an accident occurs, the Manager on Duty (MOD) or Shift Supervisor on duty must be informed immediately. If he or she is not available, the next most senior member of the management chain must be immediately notified. The MOD or Shift Supervisor must complete an Incident Report and turn in to the Senior Facility Manager (SFM) by the end of the shift during which the incident occurred.

If injured while working, employees must report it immediately to the supervisor and the SFM, regardless of how minor the injury may seem. Failure to do so may result in denial of benefits and disciplinary action. Questions regarding worker's compensation insurance should be directed to the Human Resources Manager or SFM.