



JOI Safety Department Presents...

Injury / Incident Reporting



**Safety is
NO ACCIDENT!**



Injury & Incident Reports

AGENDA

- Review of Injury/Incident Reporting Checklist (in Safety binder)
- Completion of Injury/Incident Report Forms
- Management and Employee Commitment
- Importance of Timely Reporting & Impact on Worker's Comp Claims Management





Injury & Incident Reports

- Employees are required to report an injury or incident **IMMEDIATELY to their supervisor.**
 - ✓ Should an employee who reports an injury or incident late be written up?
- ***Management is required to fill out the appropriate forms and submit to Corporate in a timely manner. This includes immediately notifying Corporate if medical treatment is necessary.***





Injury & Incident Reports

Why is timely reporting so important?

- Treatment (if needed) is received as soon as possible



- The info submitted assists in being able to conduct a **thorough investigation**
- Potential hazards are addressed
- Employees become aware of safety processes



Delays in Reporting

Delays in reporting injuries can result in a variety of unintended negative consequences. These consequences can be, but not limited to:

- Delays in treatment of the injured employee may result in causing deterioration of condition which may delay recovery.
- May increase w/c claims cost up to **51%** (per Nat'l Council of Comp Ins)
- Delay in removal or correction to hazard(s)
- Delays in proper training to correct future, and potential injury causing, activities
- Negative feelings of employees and their peers
- Inability to remember important details that may assist in the investigation of the incident
- Increases chances of obtaining attorney representation



Reporting Checklist

- The **Reporting Checklist** provides step-by-step directions to follow.
- Reporting Checklist can be found in your worksite's **Safety Binder**.
- It will help you ensure all required documents are submitted.





Reporting Checklist

Let's Review the Checklist

The message *"we care about you and your fellow employees – report injuries immediately so you can get care if needed and we can ensure safe conditions and protocols for every employee"* should be communicated clearly and frequently.

Workers Comp Mandatory Injury/Incident Reporting



When an on-the-job injury or incident occurs **IMMEDIATE REPORTING IS MANDATORY!** Employees are required to report an injury or incident immediately to their supervisor. Failure to do so will result in disciplinary action. It is important to report a "near miss" as this is an opportunity to prevent an accident from occurring in the future.

If an injury/incident occurs, the **Manager on duty must report it!**

1. Please fill out the required Manager's Report of Incident/Injury Form.
2. Employee's must complete an "Employee Statement" Form.
3. Any witness(s) must complete a "Witness Statement" Form.
4. If medical attention is required, Employee's must fill out a DWC1 Form. (CA Workers Comp Claim Form)

First Aid will be provided if required. **If the employee decides that medical attention is NOT required, employees must sign/date that they are REFUSING MEDICAL attention on the Manager's Report.** All injury/incidents reported are also reviewed by our safety management team.

If medical attention/treatment is required, employee will be sent to a worker's comp doctor/clinic. This is provided by Job Options through workers comp medical insurance NOT your personal health insurance.

Job Options Inc. partners with Concentra clinics and there are locations located near your individual worksite. Your treatment must be authorized by your Manager and/or a representative from the Human Resources Dept. or you may be denied medical care at the workers' comp clinic.

For extreme emergency care that cannot wait until the regular/closest to your worksite workers' comp clinic is open, please visit the Concentra clinic located at 5575 Ruffin Rd. San Diego (Kearny Mesa) 92123 Open 24/7. You will be sent there or escorted by lead or supervisory personnel if required.

Hospital Emergency Rooms are only to be used if an injury is life-threatening.



Completing the Forms

- Must be **completely** filled out
- Must be submitted together with all forms (Employee/Witness Statement(s), DWC-1 form, etc.)
- Must be submitted immediately after the Injury/Incident occurs (no later than 24 hrs.)

“If it isn’t documented, it didn’t happen”





Required Forms

- ✓ Project Manager's Injury or Incident Report
 - To be filled out by **Project Manager or Supervisor**
- ✓ Injured Employee's Detailed Statement
 - To be filled out by **Injured Employee**
- ✓ Witness(es) Detailed Statement
 - To be filled out by **Witness(es)**
- ✓ Worker's Compensation Form DWC 1
- ✓ Photographs
- ✓ Diagrams of Site Where Injury / Incident Occurred
- ✓ Equipment Records (if applicable)



Who Do I Send Them To?

- Heidi Terrell (hterrell@joboptionsinc.org)
- Steve Credle (scredle@joboptionsinc.org)
- LaTasha Walker (lwalker@joboptionsinc.org)
- Melanie Andersen (mandersen@joboptionsinc.org)
- Gladis Jarquin (gjarquin@joboptionsinc.org)
- Linda Roberts (lroberts@joboptionsinc.org)
- Your Division Manager



If guidance is needed outside of regular work hours, call **Gladis' cell: 619-917-1360**



Management Commitment

Sample Statements:



"We care about your safety..."

"We will provide a safe work place..."

"Nothing is important enough to do unsafely."

"Supervisors and employees are expected to work safely and bring up safety issues..."



The Role of the Employee

For a successful safety program you need employee commitment.

Suggested ways to do that:

- Spell out their safety duties
- Give them detailed safety training
- Hold them accountable for safety
- Acknowledge compliance to safe work practices (JOI's Safety Super Star Program!)



To have a program that is "effective in practice", management (division manager, project manager, supervisor) must practice safety as well as the employees. If management doesn't wear PPE where the employee are required to, the employees are less likely to wear the required PPE when management is not present. Employees must be made to feel comfortable to make safety corrections without getting "permission" from someone else.



We Are Here to Help!



- Need some help with employee training?
- Need training material or monthly safety topics?
- New Supervisor need a review of Injury/Incident Reporting requirements?



QUESTIONS?????

