

## **Employee Incident Reporting Procedures**

Employees must report all incidents resulting in injuries, whether major or minor, and all near misses that could have resulted in injury. Reporting requirements are as follows:

### **Employee Responsibilities**

1. The employee must immediately notify their manager (or designee, such as sergeant or crew chief) and complete the Employee's Incident Report form. If the manager or designee is not available, the employee must contact Human Resources to obtain an Incident Report form or download a copy from <https://cityofpt.us/employee/page/employee-forms>.
2. Employee's Incident Report Form must be submitted to Human Resources by employee or manager within 24 hours of the incident.
3. If medical attention is obtained, the employee must notify the medical provider that the injury is work related. The medical provider will then notify Labor & Industries.
4. If an employee decides after the fact (such as on a weekend) that an unreported injury has occurred requiring medical attention, the employee should notify their manager on the next business day and follow steps #1-3.

### **Supervisor Responsibilities**

1. The manager or designee must complete the Supervisor's Incident Investigation Form and submit it to Human Resources within 72 hours of the incident.
2. The manager or designee will identify any preventive measures to avoid reoccurrence and implement preventive measures as appropriate.

### **Safety Committee**

The Safety Committee reviews incident summaries and evaluates prevention measures. The Safety Committee may request additional follow up from the manager.