

# ***Springfield City School District***

## ***Injury/Illness Accident Reporting & Medical Treatment Procedures***

### **Near Miss or Incident Reporting**

Any injury/illness, regardless how minor, is to be reported *by shift end* to the person's supervisor/administrator. The supervisor/administrator shall take appropriate action depending on the nature of the injury/illness and degree of severity. The supervisor will then report the injury/illness to the safety coordinator immediately or before the end of that day.

If the nature of the injury/illness is such that only basic first aid is required, an incident report must be completed.

### **Employee Medical Emergencies**

In an emergency, seek immediate treatment from the nearest medical physician:

Emergency Calls.....911 or (937) 325-1104

***Nearest Hospital to Facility: Springfield Regional Medical Center-100 Medical Center Drive (at North Street)***

Emergency/Trauma Services..... (937) 523-1000

### **Employee Workplace Injuries and Accidents**

All workplace accidents requiring medical treatment must be reported the **same** day and an accident report must be completed. Supervisors are required to complete Supervisor Accident Report form, as well as any witness statements. The following providers are BWC approved providers:

1. ***Community Mercy Occupational Health-2501 E. High St.***  
Telephone..... (937) 328-8700 Regular hours are Monday through Friday 9am to 5pm.
2. ***Hometown Urgent Care-1301 W. First St.***  
Telephone..... (937) 322-6222 Regular hours are Monday-Friday 9am to 7pm, and Saturday & Sunday 9am to 5pm.
3. ***Hometown Urgent Care-1200 Vester Ave.***  
Telephone..... (937) 342-9520 Regular hours are Monday-Friday 9am to 7pm, and Saturday & Sunday 9am to 5pm.

The medical provider will require your worker's compensation billing information and this can also be found in your injury reporting packet. Your Managed Care Organization (MCO) responsible to be working with you for your medical care plan and taking care of any billing issues:

**CompManagement Health Systems (CHS) 1-888-247-4800**

Within 24 hours of the injury/illness, the workers' compensation coordinator shall follow up with the MCO to ensure that the incident has been reported and filed with the Bureau of Workers' Compensation.

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### **Injured Employee's Responsibilities**

Immediately (same day) report the injury/illness to their supervisor/administrator.

If medically able, complete and submit an Employee Accident Report to their supervisor/manager. If a back injury is involved, additionally complete back injury form.

To return to work, you must provide your supervisor a BWC Medco 14 form (Return to Work form) completed by the treating physician. This provides your supervisor documented support of any ordered days away from work and/or work restrictions. If your supervisor has not accompanied you to the treating medical facility for your injury, you (or family member) must communicate with your supervisor of any days ordered to be off work or any work restrictions the same day of treatment.

### **Eyewitness Responsibilities**

Notify immediate supervisor/administrator of injury/illness, only if he or she is unaware of the incident.

Complete Witness Incident Report stating specific facts observed regarding the incident.

Submit completed report to supervisor/manager.

### **Supervisor's/Administrator's Responsibilities**

After arranging for medical treatment, contact the workers' compensation coordinator immediately.

Contact injured employee's emergency contact person and advise of situation if warranted.

Complete "Accident Investigation" procedures and the following forms:

Supervisor's Incident Investigation Report.

Employee Incident Report and any Witness Incident Reports.

Take preliminary actions to prevent reoccurrence of incident.

Coordinate with Safety Committee Chair to discuss incident prevention at next meeting.