

# Erie County Board of mental Retardation and Developmental Disabilities

Health and Safety

August, 2004

## INCIDENT REPORTING POLICY

### I. Purpose

The Erie County Board of MRDD is committed to insuring the health and safety of its employees and the individuals it serves. The purpose of this policy and the accompanying procedures is to insure that in the event there is an employee or enrollee has an accident or illness, while engaged in a Board activity or function, that the accident or illness is reported immediately, that the enrollee or employee receives appropriate medical attention, and that corrective measures are take to prevent future accidents an/or illnesses.

### II. INJURY/ILLNESS/EXPOSURE:

- A. Staff who are injured and/or witness an injury involving an enrollee shall complete an injury/illness/exposure related report prior to leaving work.
- B. All injury/illness/exposure related reports are to be given to the Program Nurse as soon as feasible but no later than the end of the work day. (This includes Erie County Board of MR/DD staff, Double S Industries employees/enrollees, students, visitors, etc. who were injured, developed a sudden illness that required further emergency evaluation and treatment at a healthcare facility, or were exposed to hazardous chemicals, blood borne pathogens, or other potentially infectious materials while on Erie County Board of MR/DD premises and/or while participating in Erie County Board of MR/DD programs that are offsite.
- C. The Program Nurse will review the report immediately for:
  1. **Health and safety concerns:**  
Identifiable health and safety concerns will be directed to the appropriate person for immediate attention and /or will be submitted to the safety committee for incident review (no client specific information to be shared) and possible intervention.
  2. **OSHA criteria for recordable incident** (ECBMRDD staff and Double S Industries employees/enrollees only) If recordable: will fill out OSHA Form 301 (injury and illness incident report) and record on OSHA Form 300 (Log of work-related injuries and illnesses). A summary copy of OSHA Form 300 will be given to the Safety Director on a monthly basis. OSHA Form 300 will not contain any client specific information (i.e. name or job description). Each entry will be given a case number that can be referenced to Form 301 if needed.
  3. **Seriousness of incident**  
If it is a serious incident the Program Nurse will ensure the appropriate Program Director and the Investigative Agent is notified immediately who shall determine if MUI form should be (or has been) completed.
  4. **Workman's compensation claim** --- if potentially qualifies for

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Workman's compensation the following will be notified:

Personnel Secretary (for ECBMRDD staff)  
Double S accounting Secretary (for Double S  
Employees/enrollees)

- D. The Program Nurse will send original form to the appropriate Program Director for review. The Program Director will assure the original copy is filed in the appropriate file.

### **III. Major and Unusual Incident (MUI)**

The Investigative Agent will be notified immediately of any accident, injury, or incident involving an individual eligible for services from the Board. (Refer to Erie County Board of MR/DD Policy for "Reporting Abuse, Neglect, and Major Unusual Incidents".)