

South Central Workforce Development Board (SCWDB)



POLICY: INCIDENT AND ACCIDENT REPORTING POLICY

EFFECTIVE DATE: JULY 1, 2018

POLICY NUMBER: 2018-26

SUBJECT: INCIDENT AND ACCIDENT REPORTING

PURPOSE:

To provide South Central WDB staff, partner affiliate site, and vendor staff with policy and procedures for a consistent reporting process and form for any incidents or accidents that occur at a program/center site/partner affiliate site or at any site that is being used for the purposes of the program.

EFFECTIVE DATE: July 1, 2018

ACTION REQUIRED:

To ensure accountability this policy will be provided to any new board member upon entering the duties of office, any new staff person upon employment, and any new vendors upon contract execution.

BACKGROUND:

It is important to have a consistent method for reporting incident and accidents for several reasons:

- They capture complaints, accidents, and other incidents before they become claims.
- They help establish a defense for claims.
- They serve as the basis for analyzing the causes of incidents and accidents and for recommending risk improvements to prevent similar events in the future.
- They help identify weaknesses in the current risk management policies and help to identify areas for improvement.

POLICY:

A report must be filled out by the program staff as soon as possible after an incident occurs, both non-emergency and emergency. An incident may include any of the following:

- All Injuries.
- Disruptive behavior of customers or their children when in the center.
- Any inappropriate behavior by the customer towards staff, such as the usage of profanity, threats, or assault.

- Property theft or damage.
- Any suspected incident of abuse.

RISK MANAGEMENT: Incidents

1. If an incident occurs, attend to those involved to ensure there are no injuries.
2. Complete an Incident Report Form, located on page 3 of this policy.
3. Keep the report on file by turning all Incident Reports into the One-Stop Operator (OSO) within 24 hours of the event.

RISK MANAGEMENT: Accidents

1. Attend to any persons involved.
2. If necessary, move yourself and injured persons out of any areas of immediate danger such as fire or traffic.
3. Administer first aid if necessary. Only administer the level of first aid that you are qualified to perform.
4. Do not admit liability or promise to pay for expenses incurred by injured persons.
5. Call or ask a bystander to call 9-1-1 or the emergency number for police, ambulance and/or fire department if necessary. Do not leave the scene of the accident unless it is to call one of those services.
7. Complete the Incident Report Form, found on page 3 of this policy.
8. Keep the report on file.
 - Turn all Incident Reports into the OSO and other supervisory personnel within 24 hours of the event.

REFERENCES:

None

Approved:

1-11-19
Date of WDB Approval

12-19-18
Date of Governance
Committee Approval

Signed by:


Robert Boone, WDB Director

Chair, Governance Committee

Incident and Accident Reporting FORM

One Stop Center and Other SCWDB Supported Sites

This report must be filled out within 24 hours of the Incident or Accident and turned into the One Stop Operator (OSO). If the incident requires the involvement of the police or paramedics, notify the OSO or manager on duty immediately.

Date of Incident: _____ Date Reported: _____
Time of Incident: _____ Time Reported: _____

Specific Location within the Center or other site (e.g. Resource area, training room, office, etc):

Reporter Name: _____ Phone Number(s): _____

Position: _____ Agency: _____

Witness Name: _____ Witness Phone Number(s): _____

Incident Description (Reporter): _____

Incident Description (Witness, if available): _____

Preventable (circle one): Yes No

Suggested Corrective Action:

Signature of Reporter: _____

Signature of Witness: _____