

City of Hartford

Workplace Injury and Incident Policy

Purpose: To ensure the health and safety of City employees by ensuring workplace injuries and incidents are promptly treated, reported and documented.

Procedure:

1. If an employee requires emergency medical attention, call 911 immediately, or seek medical attention from the nearest emergency room or urgent care facility.
2. The employee will notify their supervisor immediately after a work-related injury, illness, or incident. Even if it seems minor, ALL injuries/incidents shall be reported. The supervisor shall then notify the City Manager.
3. The Supervisor will review the Post-Accident Decision Tree to determine a need for drug and alcohol testing.
4. If the employee requires non-emergency medical attention, the employee should seek medical attention as pre-approved and arranged by the City of Hartford.
 - a. During business hours employees will be sent to Corewell Health Occupational Health located at 2500 Niles Road, St. Joseph, Michigan 49085.
 - i. The City Manager, or their designee, will contact Corewell Health to schedule an appointment for treatment.
 - ii. The Occupational Health Authorization For Service form will be completed by the City Manager or their designee and faxed or emailed to Corewell Health. A copy will be provided to the employee to present at check in.
 - b. After business hours, employees will be sent to a Corewell Health after-hours location. Current primary locations are:
 - i. Lakeland Occupational Health located at 2500 Niles Road, Suite 4, St. Joseph, MI 49085.
 - ii. Lakeland Hospital – Watervliet located at 400 Medical Park Drive, Watervliet, MI 49098.
 - iii. Additional locations are available in Niles and Stevensville as needed. Locations are subject to change without notice and additional locations may be authorized by the City Manager as needed.
 - iv. If possible based upon the timing of after-hours treatment, the City Manager or their designee will complete the Occupational Health Authorization For Service form and fax or email the form to Corewell Health and provide a copy to the employee to present at check in. If not possible, the employee may provide the City Manager’s contact information at check in to ensure treatment is authorized to allow immediate treatment.

Documentation:

1. Employee injuries will be documented utilizing the MIOSHA Form 301 – Injury & Illness Incident Report.
 - a. Employees will complete MIOSHA Form 301 as soon as possible following the injury or illness. For emergency treatment, once the employee is safely initially treated. For non-emergency treatments, prior to receiving treatment.

- b. If an employee is incapable of completing the report due to their injury, the supervisor shall assist the employee in completing it and/or complete it for them in its entirety on behalf of the employee, using as much information as possible from the injured employee.
 - c. Supervisors are responsible to ensure that the MIOSHA Form 301 is completed accurately and completely and turned into the City Manager as soon as possible.
 - d. The City Treasurer will utilize the information contained in the MIOSHA Form 301 to complete the MML Report of Injury as necessary.
 2. For non-medical related incidents, employees will complete the City of Hartford's Property Damage / Job-Related Incident Report.
 - a. Employees must complete the form as soon as possible following the incident and submit the form to their supervisor.
 - b. Supervisors will determine post-accident drug and alcohol screen necessity immediately following the accident.

Accident – Incident Investigation: The City of Hartford will investigate all accidents, incidents, and near misses. The primary goal of investigating is NOT to find fault or place blame. Rather, it is to determine the “root cause” and prevent the risk of a future occurrence. Reports can help determine injury and incident trends over time so that reoccurring risk patterns can be identified and prevented.

Accidents and incidents will be investigated by the immediate supervisor and the City Manager. The process for the investigation is as follows:

1. To ensure accurate and full assessment, all employees are required to notify their supervisor immediately when an accident or incident occurs.
2. Supervisors must complete an initial written accident investigation the day of the incidents whenever possible.
3. All employees involved in the incident, or who witnessed it, must write a written statement describing it.
4. The Supervisor and City Manager will complete a thorough investigation to determine root causes and corrective actions.
5. The final determination following any accident or incident will be communicated to the employee in writing.