



## RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

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Iowa County, Wisconsin

*Current: Section 10.03 Reporting Injuries/Illness*

Any employee who is injured or becomes ill while performing service related to his or her employment must contact their supervisor immediately and on the same day the injury or illness occurs complete the Employee Workplace Injury or Illness report. The form is in the back of this handbook. The report must be in writing and contain relevant facts. The employee should secure the necessary medical attention on the job site to the extent practicable.

*Proposed: Section 10.03 Injuries/Illness and/or Accident Response and Reporting*

If an employee is injured or witnesses an injury at work, they must report it immediately to the nearest available department head. Employees should render any assistance requested by that department head. When any accident, injury, or illness occurs while an employee is at work, regardless of the nature or severity, the employee and immediate supervisor must complete an injury reporting form and return it to Human Resources/Village Clerk as soon as possible. Reporting should not delay necessary medical attention. Once the accident is reported, follow-up will be handled by Human Resources/Village Clerk, including a determination as to whether the injured employee may return to work.

The Department Head will call to report a workplace injury to a registered nurse via the Telehealth phone number 855-438-4577 provided through village insurance. All emergencies are reported directly to 911.

If the accident/injury occurs while operating village equipment, and/or if there is damage to third party equipment, employee will call Iowa County Dispatch at 608-930-9500 x 2 to report the accident. Proof of auto insurance will be carried in all vehicles at all times. Employee will notify Village Clerk as soon as practicable to complete the Mutual Insurance Statewide Claim Form/Incident Notice.

Questions asked by law enforcement or fire officials making an investigative report should be answered giving only factual information and without speculation. Liability for personal injury or property damage should never be admitted in answering an investigatory question asked by law enforcement or fire officials.

In addition to compliance with safety measures imposed by the federal Occupational Safety and Health Act (OSHA) and state law, the Village has an independent interest in making its facilities a safe and healthy place to work. The Village recognizes that employees may be able to notice dangerous conditions and practices and therefore encourages employees to report such conditions, as well as non-functioning or hazardous equipment, immediately to a department head or village trustee. Appropriate remedial measures will be taken when possible and appropriate. Employees will not be retaliated or discriminated against for reporting accidents, injuries, or illnesses, filing safety-related complaints, or requesting to see injury and illness logs.

Adopted by Village of Ridgeway Board of Trustees \_\_\_\_\_