



Reporting Phone
Numbers:
1-877-335-6422
or
(308) 865-5675

INCIDENT REPORTING PROCEDURE

1. Employee has an incident/injury at work (**all incidents should be reported, no matter how small**) when in doubt, REPORT! Simply call or email Carrie Eurek, Human Resources Director if you are unsure.
2. Report incident to Immediate Supervisor or Manager.
3. If incident does not require immediate medical attention, employee and supervisor/manager should fill out Agency Incident Report Form immediately. (Report can be found on our website under Staff Information and can be found in all VCP binders.)
4. **Supervisor/manager then sends form to Human Resources immediately, or calls HR if incident requires immediate medical attention.** – If HR is unavailable, the Business Manager, Ed Butler, should be notified. In the event both are unavailable, the incident should be reported to LaDonna Jackman.
5. If injury is serious in nature and requires immediate or emergency treatment, employee may seek treatment from their REGULAR physician or at the hospital Emergency Room, depending on severity of injury. (Instructions will be given by Human Resources upon notification, however if the injury is serious enough in nature to warrant immediate trip to the ER, the supervisor/manger should call HR immediately after the employee has been taken for treatment.)
6. Human Resources will send First Report of Injury to Insurance Company within 24 hours of the incident/injury.
7. Supervisor conducts investigation immediately, and documents findings on Agency Incident Report Form.
8. **If Medical Treatment was necessary, employee reports back to Human Resources with doctor information the same day.** If appointment was late in the day, the next morning is sufficient. If employee is unable to report to HR, the supervisor/manger is responsible for reporting. A return to work statement must be obtained from the treating physician before the employee will be allowed to return to work.
9. Supervisor/Human Resources will identify modified duty if needed.
10. Supervisor is responsible for enforcing modified duty.
11. Employee is responsible for following restrictions, if applicable.
12. Supervisor and employee will be responsible for completing the Temporary Transitional Work Schedule and following the Agency's Return to Work Program (*Admin – 16*).