


SUBJECT: Safety and Risk Management	NUMBER:	PROC-06-020
	EFFECTIVE DATE:	8-17-2009
APPROVAL: 		

PURPOSE: To identify incident and accident reporting procedures for DAS employees.

RELEVANT POLICY: HRSD Statewide Policy 50.020.05, Early Return to Work of Injured Workers
DAS Safety and Risk Management Policy – [107-06-020](#)

DEFINITIONS: **Accident Prevention Review form** - The form for reporting all accidents, unsafe conditions, practices and hazards.

DAS 801 - DAS version of the SAIF 801 form for reporting a workplace injury or illness that needs medical treatment. A number of the data fields are already completed with information specific to DAS.

Step	Responsible Party	Action
1.	Employee	Report any on-the-job injury, illness, incident, or close call to supervisor immediately. Unsafe conditions, practices and hazards are to be reported as soon as possible, but at least by the end of the work shift. Complete an Accident Prevention Review form for all events listed above.
2.	Supervisor	Investigate any accident, injury, illness, incident, safety or health concern immediately. Use the Accident Prevention Review form to inform the DAS Safety and Risk Manager and appropriate worksite safety committee,.
3.	DAS Safety and Risk Manager	Provide consultation for supervisors and worksite safety committees on resolving reported incidents, unsafe conditions, practices and hazards.
4.	Worksite Safety Committees	Review all incident and accident reports. Determine if steps are needed to prevent a repeat of the incident.
5.	Employee	Complete the employee part of the DAS 801 form if injured and need medical treatment. Tell doctor that the injury took place on-the-job and that DAS will provide modified work duty if possible and needed. Give DAS 801 to supervisor for completion.
6.	Supervisor	Review the employee's portion of the DAS 801 and return a copy to the employee. Complete the rest of the form and send it directly to the DAS Safety and Risk Manager.

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| 7. | DAS Safety and Risk Manager | Review the DAS 801 and submit to SAIF within five (5) days of the date of knowledge of the employee claim.

Inform Employee Services of any possible FMLA issue with a workers' compensation claim. |
| 8. | Employee | Provide accurate, timely information to your supervisor on changes in your: <ul style="list-style-type: none">• Condition• Address or phone number• Ability to work |
| 9. | Supervisor | Maintain regular contact with employee while they are away from work.

Review medical determination from doctor and evaluate employee's current job, if needed and requested, for possible job modifications. Consult Safety and Risk Manager to determine appropriate modifications for early-return-to-work opportunities. |
| 10. | DAS Safety and Risk Manager | Work with employee, employee's supervisor, doctor, and SAIF to return the employee to appropriate duties. Help identify modified duties and write modified duty job offer letter. |
| 11. | Employee | Provide written release from medical provider and request to return to work. |
| 12. | Supervisor | Return employee to regular duties upon receiving a release from the medical professional and the employee's request for reinstatement. |
| 13. | DAS Safety and Risk Manager | Represent DAS throughout the life of a workers' compensation claim. This may include hearings and settlements, reimbursement through Employer-at-Injury Program, and placement on Injured Worker Lists. |

