

**SAFETY PROGRAM:**

**Reporting Occupational Injuries or Illnesses or Property Damage**

(October 11, 2001; Revised 2/3/2011, 7/1/2015)

The Language Used In This Document Does Not Create An Employment Contract Between The Employee And The Agency. This Document Does Not Create Any Contractual Rights Or Entitlements. The Agency Reserves The Right To Revise The Content Of This Document, In Whole Or In Part. No Promises Or Assurances, Whether Written Or Oral, Which Are Contrary To Or Inconsistent With The Terms Of This Paragraph Create Any Contract Of Employment.

**PURPOSE**

This policy establishes a standard procedure for preparing, routing, investigating and recording occupational injuries or illnesses as required by the Occupational Safety and Health Act; in addition, accidents or near miss accidents involving visitors or where damage or potential damage to State property was involved.

**POLICY**

All work-related fatalities, accidents or illnesses arising out of and in the course of employment at the SC Department of Administration and any accidents occurring in or on the premises of buildings owned or managed by the Department of Administration must be reported to Safety and Emergency Services.

**SCOPE AND APPLICATION**

An injury, illness or fatality is classified as work-related only if it arises out of and in the course of employment. Specific reporting requirements are mandated under the South Carolina Workers' Compensation Law and the Occupational Safety and Health Act. Questions about whether an injury or illness is work-related or reportable should be directed to Department of Administration Safety.

**PROCEDURES**

**Incident Reporting**

1. Employees must report all on-the-job injury or illness incidents immediately to their supervisor, regardless of the severity. Incident reporting includes Department of Administration employees and non-Department of Administration personnel. (See the Driver Safety Program for reporting vehicle accidents.) Supervisors shall report to Department of Administration Safety all available information at the time of the incident. An initial report can be by telephone to Department of Administration Safety.
2. The supervisor or Team Leader shall complete an online Department of Administration Incident Report to simultaneously notify Department of

Administration Safety and the Workers Compensation offices. The electronic fill-in-the-blank form is available on the Safety web page - see *Report an Accident* ([https://www.bcbis.sc.gov/bcbis/\\_secure\\_/BCBI-accident-report.phtm](https://www.bcbis.sc.gov/bcbis/_secure_/BCBI-accident-report.phtm) ).

3. Employees should report all injuries or illnesses occurring on the job regardless if there is medical treatment necessary.

### **Medical Treatment**

1. If any person suffers a serious injury such as loss of consciousness, severe bleeding, breathing problems or other trauma, CALL 911 immediately. Emergency Responders will transport the injured/ill victim to the nearest hospital emergency room. Supervisors are to call the emergency point of contact and provide information on where the injured/ill employee has been transported for medical treatment.
2. Employees with an occupational injury or illness may refer to the Workers' Compensation Policy in the Human Resources Policies, Section 3.07.1, for additional information.
3. Any employee work-related fatality must be immediately reported to Department of Administration Safety (by telephone) no matter what time of day or day of the week. In accordance with SC law, Department of Administration Safety will report a fatality or a catastrophe (where three or more workers are hospitalized) to the state OSHA office (803-896-7672; answered 24 hours a day, every day of the year) within eight (8) hours of its occurrence.

### **Investigation**

1. Teams should investigate all accidents to determine the root cause(s) (information on how to conduct an accident investigation is available on the Safety and Emergency Services website).
2. Department of Administration Safety will conduct follow-up investigations to determine additional cause and prevention factors and medical follow-up information relative to Workers' Compensation claims or other potential claims.
3. All Department of Administration personnel will fully cooperate with any investigation conducted by a federal or state OSHA Officer. The Department of Administration Safety and Emergency Services Office will be the primary contact with OSHA in their investigation.
4. Department of Administration Safety and each team should regularly review summaries of accidents and make recommendations and changes as needed.