

JORDAN VALLEY EMS AUTHORITY POLICY

POLICY #:202.6.2

SUBJECT: INJURY REPORTING

CAAS STANDARD: 202.6

SCOPE: ALL EMPLOYEES AND VOLUNTEERS

PURPOSE:

The purpose of this policy is to provide all employees with a process for reporting work related injuries and exposures.

POLICY:

The Authority must insure that all work related injuries and major exposures to airborne or blood borne pathogens are reported and processed in a timely fashion. This will be done using the procedure bellow.

PROCEDURE: INJURY REPORTING

1. If the injury is immediately threatening to life, or limb, or is a needle stick injury. The employee should be treated at an emergency department. Examples of these types of injuries include
 - a. Injuries post motor vehicle accident
 - b. Injuries post falls greater than six feet
 - c. Injuries with loss of consciousness
 - d. Injuries with severe bleeding or trauma
 - e. Injuries with suspected unstable fractures
 - f. Needle stick injuries with contaminated or used needles
 - g. Acute exposure to hazardous materials
 - h. Acute exposure to infectious diseases
2. If the injury is not life threatening/limb threatening such as suspected muscle strains (i.e. back or neck) are not emergency situations and can normally be treated at a physician's office.
3. If in doubt the employee should be evaluated at an emergency department
4. The employee **CANNOT** return to work without a physicians' authorization to return.
5. Please contact the Director and/or designee immediately
6. The employee and on duty paramedic must complete the injury and investigation report and turn it into the EMS Director on the current or next business day.
7. Theon duty paramedic will attach any additional documentation such as incident reports with the completed injury investigation form.
8. The employee must follow up with the EMS Director on the next business day.
9. The employee must comply with all the reporting and documentation steps in this process or risk not having claims or expenses covered by workers compensation insurance and/or disciplinary actions.
10. The employee must comply with treatment and follow up care as directed by the Authority-authorized physician for the first ten (10) days after the injury, or they risk not having their injury covered by workers comp as well as disciplinary actions
11. The employee must comply with all lawful requests for information from workers compensation investigators, workers compensation insurance employees, and other items directed by the Authority or workers compensation carries and investigators to investigate a claim or injury. Failure to do so will result in disciplinary actions and failure to have claims paid for.
12. The employee will provide the Authority with all documentation regarding treatment, follow up care, invoices for care and any other documentation relevant to the case so it can be forwarded to the workers compensation insurance carrier.

EXPOSURE REPORTING

A major exposure to blood borne and airborne pathogens is defined as an exposure of pathogens or body fluid suspected of carrying pathogens to open wounds, splashed in the eyes, nose ears or mouth, or puncture wounds from needle sticks with potentially contaminated needles. All major exposures will be handled using the same process of an injury with the following exceptions or additions:

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1. The exposure should be handled in accordance with the Exposure Control Plan
2. Immediately wash the exposed area with soap and water or disinfectant vigorously.
3. If the exposure is caused during patient care and the patient is being transported to hospital, the employee will seek treatment immediate upon arrival at the receiving facility's emergency department.
4. If the exposure is not a result of patient care or the patient involved is not being transported to a hospital with an emergency department, the employee will immediately go to the emergency department designed by the Authority.
5. The employee will complete all Authority documents and any other exposure control reports required by the treating facility and the MCA.
6. All other requirements for follow up or return to work are to be followed the same as a work related injury.

AUTHORITY INJURY RECORD KEEPING

Upon learning of an injury the Authority will do the following

1. All documents concerning an employee's injury will be placed in the employee's personnel medical file. This information is considered PHI and should only be disclosed under relevant circumstances in accordance with HIPAA and acceptable employee information practices.
2. If the injury is not serious enough for the employee to seek medical attention, the report will still be kept on file.
3. If the injury requires medical attention the Authority will do the following
 - a. Once all documents are received the Authority will inform the workers comp carrier if a claim is likely to exist. The Authority will complete any additional reporting documents requested by the carrier.
 - b. The Authority will record all reportable injuries as required by OSHA in the OSHA 300 log
 - c. The Authority will complete all other required OSHA reporting
 - d. Exposures will be recorded in a separate OSHA 300 log
 - e. The Authority will forward any additional documentation onto the workers compensation carrier as it is provided to the Authority by the employee.
 - f. The Authority will conduct an investigation to ensure that all safety polices were followed and to evaluate if there needs to be changes in policy, training or engineering controls to prevent further such injuries
 - g. Employees will receive remedial safety training and may receive additional disciplinary actions if it is found that safety practices work not utilized properly.

POLICY HISTORY:

Implemented February 1, 2015

Reviewed