

4a. Injury/Illness Reporting Procedures

The City of Mercer Island strives to provide safe and healthful working conditions in all operations, following applicable laws and regulations associated with the valued safety and health of all employees. Each City employee and volunteer is responsible for following the City's safety regulations as documented in the Accident Prevention Plan. If, however, an employee or volunteer believes they have suffered a work-related injury or illness while acting in the course of employment (RCW 51.08.013), they may be eligible for workers' compensation benefits.

The City of Mercer Island's workers' compensation program is insured through the State of Washington Department of Labor & Industries (L&I). Human Resources is available to:

- Assist employees and supervisors with the incident reporting and workers' compensation claims processes
- Coordinate and process claim related documents and information
- Coordinate claims and return to work processes with the employee, the City, L&I, health care providers, vocational counselors, and other entities
- Work with City departments and L&I to manage claims and associated costs
- Answer questions and provide workers' compensation resources

Injury/Illness Reporting Procedures

All City employees and volunteers are required to report any work-related injury or illness to their immediate supervisor regardless of seriousness. For injuries that occur over the weekend or after regular business hours, reports should be completed and sent to Human Resources the next regular working day after the accident. Major incidents resulting in serious injury (e.g., fracture or amputation), in-patient hospitalization, or death are to be reported immediately. Please refer to the following definitions when determining whether an injury or illness has occurred:

Injury: Any wound or damage to the body resulting from an instantaneous event. Examples include but not limited to cuts, bruises, contusions, chipped teeth, amputations, insect bites, electrocutions, burns, sprains, and sprain injuries to muscles, joints, and connective tissues resulting from a slip, trip, or fall. Incidents which do not produce an immediate injury, such as minor slips and falls, must also be reported, in the event of delayed symptoms.

Illness: A condition resulting from chronic exposure to the work environment. Examples include but not limited to musculoskeletal disorders (e.g., tendinitis, carpal tunnel syndrome), skin disorders, respiratory conditions, and noise-induced hearing loss.

Below are the responsibilities for staff in reporting illness or injury:

Employees and Volunteers will:

- Seek first aid or medical attention as needed.
- Immediately notify a supervisor of the injury or illness.
- Complete the employee/volunteer portion of an Injury/Illness form and submit it to supervisor immediately. If supervisor is out of office, the form should be submitted to department director for completion.
- In the event of a serious incident or accident with injury or illness employees should contact 911 (Police or Fire) and then notify their supervisors of the injury or illness. Supervisors

should contact Human Resources immediately by phone or email. If the supervisor is not available, the employee should contact Human Resources immediately by phone or email.

Witness will:

- All witnesses to an employee's injury or illness should complete an Additional Witness Statement form. Additional Witness Statement forms are located on MI Hub under "Incident and Injury Reporting". This form should be included in the submission with Injury/Illness forms.

Supervisors/Directors will:

- Receive the Injury/Illness form from employee, and complete and submit the form to HR within 48 hours of the work-related injury or illness. Submitting the Injury/Illness form within 48 hours is critical to prevent unnecessary delays in Worker's Compensation reporting.
- If the injury or illness is serious:
 - Investigate a serious injury or illness using procedures in the *Accident Investigation* section of the Accident Prevention Plan.
 - Complete an Accident Investigation Report form within 48 hours if an accident investigation is deemed warranted by management.
 - Submit the Injury/Illness form and the accident investigation summary to the Chief of Administration.

Chief of Administration will:

- Determine from the illness/injury report whether it must be recorded on the OSHA Injury and Illness Log and Summary (OSHA 300 and 300A forms).
- Enter a recordable illness/injury onto OSHA logs within six days of the City becoming aware of it.
- If the injury is not recordable, add the illness/injury to the Minor Injury Log, which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled safety committee meeting make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA 300 log.

OSHA Log Summary

The Chief of Administration or designee will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 through April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

Post-Injury Status Reporting

Activity prescription forms (APFs) must be used to provide information to the City on work restrictions due to injury. The form must be completed by the employee's physician and returned to the employee's supervisor and Human Resources within two business days of receiving it from the physician. This employee obligation will continue each time an injured worker receives an updated APF with changes to release dates, restrictions, or any pertinent information until an APF is received that notes permanent restrictions or a full-duty release.