

# Newfield Central School: Employee Incident/Accident Steps

An employee has an incident/accident at work, now what?

1. When an incident or accident occurs, whether an employee or visitor, any witnessing employee(s) shall immediately render assistance and report the occurrence to their supervisor.
2. Depending on the circumstances, you may need to refer to the procedure for Exposure to Bloodborne Pathogens as detailed in the Exposure Control Plan for the district.
3. Only those personnel needed to assist in the situation should be on the scene; other personnel should continue with their normal duties unless otherwise instructed by their Supervisor.
4. Employees are responsible for reporting work related injuries to their Supervisor **\*immediately\***
5. Employee and Supervisor must fill-out the Incident/Accident Form, preferably together.
6. The Incident/Accident Form must be given to the District Office, who will forward to the Employee Benefits Manager as soon as possible.
7. If medical treatment is sought beyond first aid, Employee must take an Incident/Accident Envelope with them to the medical treatment visit.
8. Employee can seek treatment at a doctor/medical clinic of their choice.
9. Employee must submit the Incident/Accident Envelope to the medical provider.
10. Employee must return any documents, including completed documents from the Incident/Accident Envelope, to their Supervisor or Employee Benefits Manager.
11. The Employee is responsible to communicate their return-to-work status to their Supervisor.
12. An employee is allowed to return to work if a medical release to return without restrictions, is received from medical provider.