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**[Company Name]**

**Injury and Illness Reporting Policy**

## Disclaimer

This is a sample draft policy provided only as a template to assist your company in complying with 29 CFR 1904.32, OSHA's Injury and Illness reporting standard. It is not intended to supersede the requirements detailed in the OSHA regulation. Each company must review the regulation for any applicable requirements. In addition, this draft policy should be reviewed for compliance with state and local regulations and contractual obligations. Employers may need to revise the draft policy to reflect information relevant to your particular circumstances in order to develop an effective and comprehensive hazard communication plan.

Although every effort has been made to provide accurate information, the authors, organizations, and individuals that developed this draft policy template make no representation or warranty, express or implied, as to the completeness, correctness, or utility of the information and related materials.

The company should not rely exclusively on this program to address specific questions that apply to a particular set of facts or circumstances. Business practices and operations can vary significantly from company to company. Suggested practices included in this draft policy and related materials should be considered as potential options for achieving improved performance and should not be considered to be the only means to reduce or eliminate exposures to hazardous chemicals. Each company may have unique or additional circumstances based upon processes, practices, and materials.

It is intended that users of this draft policy will exercise appropriate judgment and responsibility when utilizing or applying any hazard abatement procedures and practices. The authors are not responsible for any misuse or incorrect application of the procedures or practices depicted in the draft policy and related materials.

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## 1.0 Purpose

[insert Company Name] \_\_\_\_\_, hereinafter referred to as “Company”, is committed to maintaining a safe and healthy work environment by preventing work-related accidents, as well as providing treatment to those employees injured on the job.

Company is required to pay for employee(s) medical treatment and to indemnify employees for wage loss arising from a compensable work-related injury or illness. OSHA has stringent reporting requirements when a work-related accident results in the hospitalization of an individual, loss of an eye, amputation, or a fatality. Failure to report these accidents to OSHA within 8-24 hours may result in substantial OSHA penalties.

A delay in reporting an injury or illness by an employee could put a workers compensation claim at risk for the employee.

This policy provides information to employees as well as supervisors about the requirements and responsibilities relating to the reporting of work-related injuries.

## 2.0 Scope

This policy applies to any full-time, part-time, or temporary employee under direct supervision that experiences an injury or illness that is classified as work-related. Employees have the right to report work-related injuries or illnesses.

Company is prohibited from retaliating against an employee who reports an injury or illness.

## 3.0 Definitions

Accidents: Unplanned events that result in injury, illness, property damage, loss of materials, or environmental damage.

Exposure: Contact with potentially harmful chemical or physical agents, or biological hazards even if the exposure does not result in injury or illness.

Near misses: Events that in slightly different circumstances could have caused injury, illness, death, property damage, loss of materials, or environmental damage.

Work-related injury or illness: Any injury or illness arising out of and during the course of employment.

## 4.0 Reporting Procedure

### 4.1 Employee Responsibilities

- An employee who is at work when s/he becomes aware of an injury or illness must report it to their supervisor as soon as reasonably possible, but no later than leaving the facility or 8 hours after becoming aware of the injury or illness, whichever is earlier.
- An employee who is not at work when s/he becomes aware of an injury or illness must report it to their supervisor as soon as reasonably possible, but no later than 8 hours after becoming aware of the injury or illness.

- In the situation of a life-threatening injury, employees shall seek immediate medical attention. Once the injured employee is being treated, a supervisor should be notified.
- Accidents that do not result in an injury or illness must be reported to their supervisor as soon as reasonably possible, but no later than leaving the facility at the end of the work shift.
- Reporting an injury or illness to a supervisor must be accomplished by communicating **in person, in writing, by phone, email, or text message.** [modify according to company policy].
- Injuries or illnesses, including minor ones, even if the employee believes that the injury or illness may not be job-related (for example, signs and symptoms of ergonomic injuries, which may have more than one cause) must report them to their supervisor as soon as reasonably possible, but no later than leaving the facility or 8 hours after becoming aware of the injury or illness.
- Near-misses that under slightly different circumstances could have caused injury, illness, death, property damage, loss of materials, chemical agents, biological hazards or environmental damage must be reported to an employee's supervisor as soon as reasonably possible, but no later than leaving the facility at the end of the work shift.
- If the employee's immediate supervisor is not available, the employee must report the illness/injury/ exposure to an appropriate management representative.
- Cooperate in any post incident investigation and make recommendations to prevent further incidents.

#### 4.2 Supervisor Responsibilities

- Upon being advised of the incident, the supervisor on duty at the time of the incident should report immediately to the scene of the occurrence, to assure prompt medical attention for the employee(s) involved. This could involve basic first aid or necessitate a call to 911 for emergency medical services.
- In the event the incident occurs outside the employee's assigned work area, the supervisor on duty in the area where the incident occurs should report to the scene immediately.
- Assess the incident and address any safety hazards that may have caused or contributed to the incident.
- The supervisor/management representative will complete an internal incident report [**accident report or name of form**] \_\_\_\_\_ as soon as possible following the report of the injury/illness/exposure. Incident reports should contain the following information:
  - The names and contact information of any employees or bystanders that may have witnessed the incident
  - When possible, interviews of the employee(s) involved in the incident, request recommendations to prevent further accidents, and ask the employee to sign his/her statement
  - Interviews of other employees performing the same job or are familiar with the job where the incident occurred and request recommendations to prevent further accidents
  - The person preparing the incident report should aver to the accuracy of the contents and sign the report.

- The supervisor of the area where the incident occurred should immediately notify [upper management or designated person] \_\_\_\_\_ of the incident so that the Form 300 can be filled out appropriately.
- The supervisor of the area where the incident occurred should advise the [upper management or designated person] \_\_\_\_\_ of immediate hazards that warrant prompt investigation and/or remedy.
- If an employee experiences an in-patient hospitalization, amputation, loss of an eye, or fatality, the incident must be reported to OSHA within 24 hours of the occurrence. Fatalities must be reported to OSHA within 8 hours of the occurrence. Any other recordable injury must be recorded on the Form 300 log within 7 days of the incident.

## 5.0 Medical Attention

[accident report or name of form] \_\_\_\_\_ should accompany the injured employee to the hospital if imminent medical treatment is required. Safety Data Sheets should be provided if chemicals were involved in the injury or illness. If no medical treatment is required or if the employee is treated “in house”, the supervisor should forward the aforementioned report to [upper management or designated person] \_\_\_\_\_. In a non-emergency situation, employees requiring medical attention following a work-related injury or illness should receive initial treatment by (upper management or designated person). If additional medical treatment is required, the injured staff member will be offered a choice of a treating physician from a panel of physicians provided by (upper management or designated person).

## 6.0 Enforcement

Properly reporting all incidents, illness, injuries, exposures, and near misses is a condition of employment. Failure to follow the policy will lead to disciplinary action up to and including termination. Employees who comply with this policy will avoid disciplinary actions related to failure to promptly report.