

Iowa County, Iowa  
Policy Manual

Title: Incident and Injury Reporting	Reference #: SA010
Section: Safety	Date Effective/Revised: 4/30/21
Department (s): All	Approved By: Board of Supervisors

### **Incident and Injury Reporting and Investigation**

Many incidents and injuries occurring in the workplace or that involve Iowa County equipment and/or properties are preventable. In order to prevent future incidents and injuries, it is necessary to immediately review the circumstances surrounding each incident. Once the primary cause for the incident has been established, Iowa County shall take action to prevent recurrence. The Iowa County Safety Committee has developed an Employer Investigation Report to help facilitate this investigation. The pertinent department head/supervisor is responsible for completing the form and turning it into the Iowa County Safety Director.

If the incident involves a Iowa County Vehicle and any personal property, law enforcement **MUST** be called regardless of damages. A copy of the police report must accompany the Employer Investigation Report.

The safety director is responsible for presenting all Employer Investigation Reports at the next Safety Committee meeting where the incident will be reviewed and corrective action discussed. If applicable, a written recommendation will be given to the pertinent department head/supervisor and a written response from them will be required.

All incident reports and applicable paperwork will be kept on file along with a copy of the OSHA 300 log for the year that the incident occurred. In accordance with Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, Iowa County will keep these forms/records on file for 5 years following the year to which it pertains.

### **Emergency Procedures**

The following actions should be taken in the event of an emergency regarding any Iowa County employee:

1. Call **911**
2. Make sure the scene is **SAFE** before providing assistance.
3. Provide appropriate assistance to the injured person.
4. Notify department head/supervisor and Safety Director immediately.

***\* Each Iowa County Building will have emergency contacts and telephone numbers posted in a clear manner.***

### **Company Nurse**

As a member of the Iowa Municipalities Workers' Compensation Association, Iowa County employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employee's access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. To report an incident to Company Nurse, call **1-888-770-0928** and use **Group Code: IA404**. Employees that fail to report incidents to Company Nurse within 24 hours may be subject to discipline according to the Iowa County Employee Policy/Manual.

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### Post Incident Procedures

Employees involved in any incident/injury must:

1. Notify their Department Head/Supervisor immediately.
2. Report the incident/injury to Company Nurse within 24 hours.
3. Report to Compass Memorial Healthcare for evaluation and treatment (if necessary).

Department Head/Supervisors are responsible for:

1. Confirming employee contacts Company Nurse within 24 hours of incident/injury.
2. Ensuring employee reports to Compass Memorial Healthcare for evaluation and treatment (if necessary).
3. Completing an Employer Investigation Report and return it to Safety Director within 24 hours. (*Employer Investigation Reports are available from the Safety Director*)
4. Notify the Board of Supervisors.