



Texas City Independent School District

1700 9th Ave No, P. O. Box 1150, Texas City, TX 77592-1150

Na'Taja Smith, Human Resources Coordinator

PROCEDURES FOR REPORTING AN INCIDENT/ACCIDENT

1. Employee should notify his/her supervisor immediately.
2. If medical care is needed, employee should seek campus nurse (no matter how minor the incident may be). An Employee Accident Report should be completed and sent to Na'Taja Smith via email, inter-office mail or fax.
3. If outside medical care is needed, the nurse will contact the Human Resources office immediately. We cannot force an employee to seek medical care. If later the employee decides to seek treatment, the employee can contact the Human Resources Coordinator at 409-916-0181. Once outside medical care is sought, the **Employee cannot report back to the job** until cleared by the Human Resources Coordinator and Supervisor.
4. Campus Safety Officer and/or Human Resources Coordinator will investigate the incident or accident for the purpose of finding out how this incident/accident will be prevented.
5. Original Employee Accident/Incident Report and Investigation Report should be sent to the Na'Taja Smith's office within 24 hours, if possible.