

MCOE Injury and Illness Prevention Program

Appendix A (Accident Reporting Requirements) of Part 5 (Accident and Exposure Investigation) to the Merced County Office of Education Injury and Illness Prevention Program

PURPOSE

Accident reporting is necessary to document injuries to employees, injuries to students, damage to MCOE property or any other potential liability due to an accident or incident. This is based on legal requirements for Workers' Compensation benefits and Property and Liability insurance. Bottom line, anything that occurs that was not planned and results in an injury or damage needs to be reported to Human Resources on the appropriate form.

RESPONSIBILITIES

These reporting requirements are independent of any department requirement for reporting of accidents and incidents. All MCOE employees should immediately inform their supervisor. That notification does not take the place of notifying Human Resources and completing the appropriate report form but is an additional step. Employee involved in the accident or incident will complete the appropriate form as soon as possible and submit it to Human Resources. If the employee is unable to complete the form, their immediate supervisor will complete the form and submit it.

PROCEDURES

1. **Employee Accident Report Form** - Used to report accidents or chemical exposure incidents that occur to MCOE employees. This includes all students when placed at a worksite by MCOE programs.

2. **Incident Report Form** - Used to report accidents or incidents that occur but not to MCOE employees or to students in the classroom. Visitors, guests, damage to property, strangers in the classroom, thefts, etc. It may be necessary to complete this form and an Employee Accident Report depending on who is involved.

3. **Student Accident Claim Form** - Used to report MCOE student accidents that occur while attending school on school premises; traveling to and from school on MCOE transportation; participating in schooltime or interscholastic athletics; school sponsored field trips.

4. **Vehicle Accident Report Form** - Used to report vehicle accidents that occur in MCOE vehicles or accidents that occur in privately owned vehicles while conducting authorized MCOE business. NOTE: In the case of an accident in a privately owned vehicle, the owner's insurance is primary, MCOE's is secondary, this is in accordance with California State Law.

ACCIDENT OCCURS

MANDATORY STEPS

Administer first aid or request ambulance

Protect other persons and property

Notify Human Resources ASAP if it involves injuries requiring medical treatment 209-381-6637/5928

Complete documentation of accident/incident as soon as possible

EXAMPLE OF ADDITIONAL STEPS DIRECTED BY DEPARTMENT

Notify Site/Dept Supervisor ASAP

Supervisor notifies Department Rep. and provides copy of accident report

Department Rep. notifies Department Assistant Superintendent

Assistant Superintendent notifies Superintendent if necessary