

ACCIDENT REPORTING AND MONITORING

The purpose of this section is to provide guidelines for the consistent and timely reporting of incidents and accidents to comply with all applicable Company requirements.

It is the site Manager's responsibility to see that all incidents/accidents are reported in accordance with the policy guidelines set forth by the Company.

FIRST AID

- First aid must be administered immediately to any employee who has injured himself/herself on the job. If injury is severe, Manager must call 911 emergency services to administer further aid and possibly transport the injured employee to a medical facility.
- If the injured employee required medical treatment, the Manager must send the Attending Physician's Report, Form S-20, and the employees Job Requirements Listing, Form P-1, with the employee to the medical facility administering treatment. The attending physician must complete the Form S-20. The form will be used by the Manager as a useful tool in determining the time element and extent of incapacitation.
- If the injured employee requires medical attention, he/she must undergo drug testing in accordance with the company Drug/Alcohol Policy. If the medical facility is not familiar with SED's collection procedures, the employee must be instructed to go to the facility that does administer collections for SED laboratories immediately following treatment at the first facility. The Manager must ensure that the medical facility is informed of this fact, and that a specimen is collected and submitted to SED laboratories immediately following emergency medical treatment.

ACCIDENT INVESTIGATION

The purpose of accident investigation is to determine what factors, conditions, and/or practices contributed to the accident so that the proper action can be taken to prevent recurrence. The Manager and/or Head of Maintenance will conduct and complete the investigation report.

A complete accident investigation includes gathering pertinent data and making an objective evaluation of facts, statements and related information, all of which should enable you to develop a plan to prevent recurrence of accidents.

It is essential that accidents be investigated as soon as possible after they occur as the facts will be clear and more details remembered.

REPORTING PROCEDURES

- Immediately following first aid treatment, the Manager must call the Payroll Administrator to report the incident/accident. He/She must complete and mail the original First Report of Accident, Form S-19, to the Payroll Administrator within 24 hours of the accident. One copy must be given to the employee and one copy filed in the Manager's personnel file.
- Study possible causes of the accident. Follow-up to ensure the conditions that led to the accident have been corrected.
- If possible and when applicable, have employee complete the Notice of Accident, Form S-19A, so that it can be mailed along with the First Report of Accident; however, pursuant to Worker's Compensation Administration Chapter 52, NMSA 1978 section 52-1-29, the injured worker has 15 days from date of injury to which to complete this form and deliver to employer. If the employee utilizes the full 15 days to complete and submit Form S-19A, immediately mail the original to the Payroll Administrator, give one copy to the employee and file a copy in the Manager's personnel file.
- The Manager must complete the Accident Investigation Report, Form S-22. Request the employee or physician to return the Attending Physician's Report, Form S-20, as quickly as possible. Mail both forms to the Payroll Administrator within five (5) days of the accident or upon receipt from the employee/physician, whichever comes first. A copy of both reports must be kept in the Manager's personnel file.

MONITORING

If the employee received medical treatment, the Attending Physician's Report will give the Manager information that will help determine whether the employee can continue performing his/her current job duties, or whether reasonable accommodations or changes to his/her job duties would enable the employee to perform essential job duties.

If the Attending Physician's Report restricts the employee from performing his/her normal job duties, the CEO and the Property Supervisor must review the report. The CEO will assist the Supervisor in determining what reasonable accommodation, whether programmatic or environmental, can be made to enable the employee to perform his/her essential job duties.

If the reasonable accommodations require handicap accessibility medications, the CEO will determine to what extent modifications will be made. It is the Company's desire to comply with the Worker's Compensation Act, and the Americans with Disability Act Title I. A reasonable accommodation need not be provided IF it results in an undue hardship on the employer.

The following steps must be taken to ensure compliance with Company policy:

- If the Attending Physician's Report, Form S-20, requires that the employee be re-evaluated, the report will be faxed to the CEO and Property Supervisor, and the original will be mailed to the Payroll Administrator. A copy will be filed in the Manager's personnel file.
- After the CEO and Supervisor review the report, a determination will be made to what extent reasonable accommodations or changes to the employee's job duties, if any, can be made to enable the employee to perform his/her job duties. The Property Supervisor will report the determination and procedural instruction to the Manager. **The injured employee must not perform his/her normal duties without prior approval from the Property Supervisor.**
- If the Attending Physician's Report, Form S-20, **requires** that the employee be re-evaluated, the employee must be given an Injury Re-Evaluation Report, Form S-21, to be completed by his/her attending physician on the date specified by the physical on the Attending Physician's Report.
- The Manager will fax the Injury Re-Evaluation Report to the CEO and the Property Supervisor for review. The original must be mailed to the Payroll Administrator and a copy will be kept in the Manager's personnel file.
- The CEO and Supervisor will review the report and determine if the continuance of reasonable accommodations or changes to the employee's job duties is feasible, employee replacement or if an alternative solution must be addressed. The Property Supervisor will report the determination and procedural instruction to the Manager.
- An Injury Re-Evaluation Report must be completed each time the employee is required to return for a follow up visit with his/her physician. The CEO, Property Supervisor and Manager must take the same steps above until either the employee is able to return to normal work duties or an alternative solution is determined.