

SAFETY MANUAL Long Lake and Raquette Lake, NY		Accident/Incident Reporting and Investigating
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1.0 BACKGROUND

- 1.1 This document describes the procedure to follow when a workplace accident or incident, including near miss, occurs during the performance of work-related activities in the Town of Long Lake (Town), which includes Long Lake and Raquette Lake NY.
- 1.2 Thorough investigation of accidents is essential to an effective Safety Program and ensures positive corrective and preventive action.
- 1.3 The current forms are included in this document and the Safety Manual.

2.0 RESPONSIBILITIES

2.1 Town Supervisor or designee

- Reviews all accidents/incidents with the Safety Coordinator.
- Provides the necessary resources to complete corrective actions identified, as applicable.

2.2 Town Safety Coordinator or designee

- Notifies PESH of any catastrophic injuries, including work-related fatalities, in-patient hospitalizations, amputations, or the loss of an eye.
- Notifies PERMA within 24 hours of catastrophic injuries.
- Reviews all accidents and incidents reports and investigations.
- Assists department Supervisors in completing reports and investigations, as needed.
- Ensures that appropriate submittals are made to PERMA.
- Collaborates with the Long Lake Medical Center to ensure that work-related injuries for compensable cases are managed in a timely fashion.
- Ensures that annual PESH/OSHA log and annual report are properly maintained and posted during the required dates (February 1 to April 30) each year.

2.3 Department Heads/Supervisors

- Arrange for immediate medical care, if required.
- Complete the required accident report forms.
- Provide completed accident reports forms to the Worker's Compensation Administrator at the Town Offices.
- Notify Town Supervisor and Safety Coordinator of all accidents/incidents.

2.4 Town Worker's Compensation Administrator

- Coordinates submittals to the Worker's Compensation Carrier, PERMA
- Provides information to the Safety Coordinator for completion of the PESH 900.1 Annual Reports.

2.5 Long Lake Health Center

- Provides immediate medical care for work-related injuries or illnesses, as applicable.
- Provides Worker's Compensation case-management, as applicable.

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- Maintains records of all needlestick injuries and work-related bloodborne pathogen-related injuries.

3.0 DEFINITIONS / ABBREVIATIONS

3.1 **First aid**, as defined by PESH includes and is limited to the following: Note, PESH considers these treatments listed as first aid regardless of the professional status of the person providing the treatment (Part 801.7).

- Using a nonprescription medication at nonprescription strength (for medications available in both prescription and on-prescription form, a recommendation by a physician or other licensed healthcare professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);
- Administering tetanus immunizations (other immunizations, such as HepB vaccine or rabies vaccine, are considered medical treatment);
- Cleaning, flushing or soaking wounds on the surface of the skin;
- Using wound coverings such as bandages, band aids, gauze pads, etc.; or using butterfly bandages, or Steri-Strips (other wound closing devices such as sutures, staples, etc., are considered medical treatment).
- Using hot or cold therapy;
- Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, back boards, etc.);
- Drilling a fingernail or toenail to relieve pressure, or draining fluid from a blister;
- Using eye patches;
- Removing foreign bodies from the eye using only irrigation or cotton swab;
- Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs, or other simple means;
- Using finger guards;
- Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes);
- Drinking fluids for relief of heat stress.

3.2 **OSHA** is the Occupational Safety and Health Administration (Federal)

3.2 **PERMA** is the Public Employees Risk Management Association and provides New York State Municipal employers with Workers' Compensation Insurance and related services.

3.3 **PESH** is the Public Employee Safety and Health Program created in 1980 through the PESH Act, to extend federal occupational safety and health protection to public employees at the state and local levels in New York. PESH enforces all of the standards of the federal OSHA and is under the NYS Department of Labor.

3.4 **PESH General Recording Criteria** (801.7): An injury or illness is recordable if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness.

3.5 **Town** is Long Lake and Raquette Lake NY

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3.6 **Work-Relatedness** is an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness (801.5).

4.0 PROCEDURES

4.1 Injuries and Illness

- An Incident Report must be completed if an employee is injured, even if no medical treatment is necessary. Use the most current version of the Town of Long Lake Accident/Incident/Near-Miss Report. Other forms provided in this document are for reference only.
- Report all injuries and illnesses to your Supervisor immediately.
- Where medical response is required for serious injury or illness, dial 911, or if appropriate, the Supervisor may arrange transport to a medical facility.

4.2 Report Form

- The completion of the Town of Long Lake Accident/Incident/Near-Miss Report is the responsibility of the Supervisor and the affected employee
- The immediate Supervisor must investigate and complete a report for all work-related injuries, illnesses or accidents.
- The Supervisor must remove any faulty equipment involved in the accident.
- The Supervisor must forward reports to the Worker's Compensation Administrator at the Town Offices.
- These reports are reviewed at department staff meetings and by the Safety Committee.

4.3 Accident Investigations – Basic Procedures

- The following accidents/incidents must be investigated:
 - All accidents that are PESH/OSHA recordable injuries/illnesses, as well as those that may develop into Worker's Compensation cases.
 - All accidents that result in significant property damage or equipment damage.
 - "Near miss" or "near serious" incidents.
- Investigation
 - The purpose of an accident investigation is to determine the causes and to eliminate them.
 - The immediate physical environment of the accident should not be disturbed until all personnel involved in the investigation have examined the scene. In some cases, pictures should be taken of the scene, unsafe conditions, and the cause involved in the accident.
 - The accident investigation form must be completed within 24 hours of the incident and forwarded to the Worker's Compensation Administrator at the Town Offices for completion of other associated forms.

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4.4 Review of accidents/incidents

- All accidents/incidents are reviewed by the Town Supervisor and Safety Coordinator to determine and approve corrective actions.
 - Additional investigations may be conducted using the PERMA Incident Review Form, or equivalent
- All accidents/incidents are reviewed at the quarterly Town Safety Committee meeting.
- Continuing education materials may be distributed to the affected Town Departments to prevent future incidents.

4.5 Record Retention

- The SH 900 Log, the privacy case list (if one exists), the PESH Annual Summary, and the SH900-2 or equivalent Incident Report Forms are maintained for 5 years following the end of the calendar year that these records cover.

5.0 REFERENCES

- 5.1 New York State Department of Labor, Public Employee Safety and Health Act Article 2, Section 27-a of the New York State Labor Law, 08/2008.
- 5.2 New York State Department of Labor 12 NYCRR, Part 801-805.

6.0 RESOURCES

- 6.1 New York State Department of Labor Log of Work-Related Injuries and Illnesses Form SH 900.
- 6.2 New York Department of Labor Summary of Work-Related Injuries and Illnesses Form SH 900.1
- 6.3 PERMA Resources - Incident Review Form and Instructions; Contributing Factors, Incident Review and Analysis
- 6.4 SH 900.2 Incident Report Form
- 6.5 Town of Long Lake Accident/Incident/Near-Miss Report, rev. #2 – current form.
- 6.6 Town of Long Lake Incident Reporting Procedure and Forms, May 2018.

7.0 REVISION HISTORY

Originator:	Rev. # 1.0	New – M. Hamden, LL Safety Coordinator	Date:	05/2018
Approval:	Rev. # 1.0	Long Lake Town Board	Date:	05/2018
Revision:	Rev. # 2.0	Updates – B. Taylor, LL Safety Coordinator	Date:	03/25/2020