

REPORTING WORKPLACE ACCIDENTS, INJURIES AND ILLNESSES

REMINDER TO ALL GREENE COUNTY EMPLOYEES REGARDING ON-THE-JOB ACCIDENTS, ILLNESSES AND INJURIES

The employee must ***immediately*** notify their Department Head (or designee) when they have been involved in a workplace accident or have suffered a workplace injury or illness. All vehicular accidents must be reported ***immediately*** to the County Attorney's Office (518.719.3540). The following forms must be completed and forwarded to the Human Resources Department:

- 1) **Incident/Accident Report Form**: Must be completed by the employee's Department Head (or designee) together with the employee.
- 2) **Accident Notification Form**: Must be completed by the employee's Department Head (or designee) for injuries that require **NO treatment beyond first aid** and/or for which there is **NO lost time**. (Note: A C3 Employee Claim is NOT required in these situations.)
- 3) **C2F Form**: Must be filled out by the Department Head (or designee) when and employee **receives medical attention and /or loses time from work**. A **C3 form** MUST be completed by the employee to report an injury in these situations.

HR will submit all forms to the County's Third Party Workers' Compensation Administrator and will send a copy of the Incident/Accident Report form to the County Administrator's Office, within five (5) days after the accident/incident has been reported. All completed forms will be kept on file and correspondence managed by HR. Copies of the forms, along with the County's Bloodborne Pathogen Exposure forms, are available on the County share drive in the County Forms folder, or from the HR Department (518.719.3615).

The sections of the Greene County Administrative Manual related to this topic are attached for your information.

IV. INSURANCE

-Incident/Accident Reports Involving County Employees-

- POLICY:** All employees of Greene County and all property of Greene County are insured.
- All incidents/accidents involving employees on Greene County property must be reported immediately.
- INFORMATION:** The County carries a variety of insurance policies that provide coverage to the County and its employees for acts undertaken in the faithful performance of their job-related duties. There is no insurance coverage for activities not within the reasonable scope of an employee's job related duties. There is no insurance coverage for willful or malicious wrongdoing by any County employee. Specific questions by employees on various insurance coverages should be directed to the County Attorney as insurance coverage varies from year to year.
- If an employee uses his or her personal vehicle for transportation during working hours, for County business, and an incident/accident occurs, the individual's insurance is primary in all cases. Additional insurance is automatically provided up to \$1,000,000. This DOES NOT cover collision; ONLY Liability; Property Damage and Bodily Injury!!
- PROCEDURE:** The Department Head or designee is to be informed of all incidents/accidents involving employees on Greene County business. Immediately after the incident/accident (in no case later than 24 hours) the Department Head shall complete the Greene County Incident/Accident Report form (Greene County Form # 21 which can be obtained at the Human Resources Department) and forward to the Greene County Attorney with copy to the Human Resources Director and to the County Administrator, with the County Administrator distributing at his discretion. If there are any questions or if Incident/Accident Reports cannot be completed in a timely manner, contact the Greene County Attorney.

IV. INSURANCE

-Incidents/Accidents Involving County Vehicles-

POLICY: It is the policy of the County that any incident/accident involving a County vehicle be reported to the Greene County Attorney immediately. In the event that the Greene County Attorney is unavailable, the County Administrator shall be notified immediately. The driver of the vehicle is responsible for notifying the police or other authorities. Written notification will be supplied to the Greene County Attorney within 48 hours of the incident/accident.

Any disabled County vehicle is to be towed to the closest County Highway facility, if possible.

At least 2 repair estimates will be obtained by the Greene County Garage Manager.

Non-repairable vehicles will be disposed of according to County excess and surplus property and disposal of vehicles procedures, upon recommendation of the County Garage Manager and approval by the County Administrator.

PROCEDURE: Department Heads will be responsible for observance of these procedures and for notifying employees who use County vehicles and for explaining these procedures to each employee.

ALL DRIVERS ARE TO BE INFORMED THAT THE FOLLOWING PROCEDURE MUST BE FOLLOWED:

1. DO NOT ACCEPT LIABILITY ON BEHALF OF THE COUNTY UNDER ANY CIRCUMSTANCE! This will be determined by the insurance carrier.
2. Only exchange pertinent information and obtain a police report of accident.
3. Report the incident/accident to Greene County Attorney as soon as possible by phone or in person.
4. Submit an Incident/Accident Report, Greene County Form #21, which can be obtained at the Human Resources Department, to the County Attorney, Human Resources Director and County Administrator and include a driver's statement, the police accident report, and details of the county vehicle involved in the accident. (This includes the VIN, plate number, driver's name, year and make of vehicle.)
5. The County Administrator shall be advised of all incidents, accidents and/or any potential claims against the County.

IV. INSURANCE

-Workers' Compensation-

POLICY: In the event of an on-the-job accident, incident, injury or illness to an employee of Greene County, the employee must **immediately** notify their Department Head or the Department Head's designee.

In accordance with a change in OSHA reporting requirements implemented on January 1, 2015, employers must report:

-All work-related fatalities **within 8 hours**

-All work-related inpatient hospitalizations, all amputations and all losses of an eye **within 24 hours.**

The Department Head or designee must immediately report the incident to the Greene County Dispatch Center. The Dispatch Center will then immediately contact the County Administrator. The County Administrator will report all incidents to: **New York Public Employee Safety and Health (PESH) Bureau**, W. Averell Harriman, State Office Building - 12, Room 158, Albany, NY 12240 // Phone: (518) 457-1263 // Fax: (518) 457-5545

PROCEDURE: All Workers' Compensation forms may be obtained from the Human Resources Dept.

1. The Department Head (or designee) together with the employee, must fill out a "Greene County Incident/Accident Report" form (Greene County Form #21) which is also then submitted by the Department Head (or designee) to the Human Resources Department.
2. The employee's Department Head (or designee) must complete an Accident Notification form for injuries that **require NO treatment beyond first aid and/or for which there is NO lost time.** A C3 Employee Claim form is NOT required to be completed in these situations.
3. The C2F form replaces the C2 form (Greene County form #23). This form is to be filled out by the Department Head (or designee) when an employee is injured **and receives medical attention and/or loses time from work.** An employee **MUST** complete a C3 form to report an injury in these situations.
4. The Human Resources Department will then submit the C2F form and any other forms to the County's Third Party Workers' Compensation Administrator, with a copy of only Form #21 to the County Administrator's Office, within five (5) days after the accident/incident has been reported.
5. The completed forms will be on file in the Human Resources Department and all correspondence will be handled by the Human Resources Department.
6. Requests from the Workers' Compensation Board or the Administrator for additional information will be forwarded to the Human Resources Department where the existing file will be updated and the additional information will be forwarded to the County's Third Party Workers' Compensation Administrator.

It is the intent of this policy for Greene County to have a single point of entry for all workers' compensation claims, that being the Human Resources Department. Department Heads and employees should not contact or submit any forms directly to the County's Third Party Workers' Compensation Administrator. All questions and paperwork should be directed to the Human Resources Department.

All Greene County volunteers are covered by the county's workers' compensation policy. Notification of any Workers' Compensation event must be made in a prompt manner to the employee's supervisor and the Greene County Safety Officer.

IV. INSURANCE

-Worker's Compensation-SETTLEMENT OF CLAIMS

- POLICY:** Employees shall not resolve any liability claim with any other party or insurance company without the written approval of the office of the County Attorney and the Worker's Compensation Insurance Third Party Administrator.
- INFORMATION:** The County provides workers compensation coverage for employees injured on the job. The county requires that any settlement, compromise or discontinuance of a liability action for which the injuries are covered by workers compensation be done only with the written consent of both the county attorney and the workers compensation insurance carrier. Should the liability action be settled, compromised or discontinued without both written consents, an employee's claim to compensation coverage for medical injuries and treatment will be prejudiced and workers compensation benefits may be denied.
- PROCEDURE:** If an employee is involved in any kind of incident/accident while on the job, the employee shall not resolve any liability claim with any other party or insurance company without the written approval of the County Attorney and the County's Worker's Compensation Insurance Third Party Administrator.