



Section Name: Employee Relations Effective Date: September 8, 2009
Section Number: 400 Date of Revision:
Policy Number: 006
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Subject: Accident/Injury Reporting

1. Purpose. The purpose of this policy is to establish a uniform reporting system for accidents and injuries.

2. Statement of Policy.

2.1 All work-related accidents will be reported on the “Accident or Injury Form” available from the Human Resources Department.

2.2 All work-related accidents will be reported to the employee’s direct supervisor who will sign the “Accident or Injury Form” and forward same to the Human Resources Department within one (1) day.

2.3 Serious accidents/injuries requiring more than first aid will be reported immediately to the employee’s Department Head who will report the incident to the Human Resources Department.

2.4 Employees sustaining injuries in the performance of their official duties on behalf of the City will be required to secure required medical attention during working hours on the day of the injury by a doctor designated by the City. The employee will be compensated for the necessary time lost during the regular scheduled work day.

If the injury is such that the employee is permitted to return to work, the employee shall return during his regular shift and complete the normal work day. In the event the injury is such that the employee is required to make additional medical visits during the employee's scheduled work hours, the employee will be compensated for the necessary time lost during the regular schedule of work on that day.

2.5 The Department Head will report fatalities or lost time accidents requiring hospitalization immediately to the Human Resources Department. The Human Resources Department will report fatalities immediately to the State Department of Labor. Lost time accidents will be reported by the Human Resources Department in the annual report to the Michigan

Department of Occupational Safety and Health. The Human Resources Department will maintain a MIOSHA form “log of Occupational Injuries and Illnesses” for this purpose. The MIOSHA “Summary of Occupational Injuries and Illnesses” will be posted from February 1st to March 1st of each year in a central location at each City facility.

- 2.6 Copies of accident/injury reports will be distributed to the Human Resources Director and the Safety Committee.
- 2.7 The Human Resources Director or designee will prepare and report all accident/injury claims for worker’s compensation to the City’s insurance carrier.
- 2.8 All accident/injury reports and documents shall be kept on file in the Human Resources Department for a minimum of five (5) years from the end of the calendar year to which the reports and documents related.
- 2.9 Employees, who deliberately fail to immediately report any accident, damage, or injury sustained by the employee during work hours or any time, will be subject to discipline up to and including discharge.
- 2.10 Employees, who deliberately fail to observe safety rules and regulations or engaging in horseplay and/or practical jokes that result in bodily injury or property damage will be subject to discipline up to and including discharge.
- 3. Definitions. None
- 4. Application. This policy shall apply to all departments of the City of Monroe.
- 5. Responsibility. The Human Resources Director will have the responsibility for overseeing and implementing this policy.
- 6. Administrative Procedures. None.
- 7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated September 8, 2009.

Revised pursuant to action of the Monroe City Council, dated_____.