

TO: ALL COUNTY PERSONNEL

FROM: Verdenia C. Baker
COUNTY ADMINISTRATOR

PREPARED BY: RISK MANAGEMENT DEPT.

SUBJECT: EMPLOYEE INJURY /ILLNESS REPORTING AND
MANAGEMENT

PPM #: CW-P-021

ISSUE DATE
April 26, 2021

EFFECTIVE DATE
April 26, 2021

PURPOSE:

To document and facilitate investigations of all work related injuries and illnesses of Palm Beach County personnel. This information will be used to identify the root cause (the underlying reason for the injury) in order to prevent reoccurrence.

UPDATES:

Future updates to this PPM are the responsibility of the Manager of Employee Safety/Loss Control (ES/LC), under the authority of the Director of Risk Management.

AUTHORITY:

- County Administration directive; and
- Florida Statutes 440.1025, as may be amended.

POLICY:

All employee injuries and illnesses which may be work related (including first aid), shall be investigated promptly and documented using the “Employee Injury/Illness Report” or by entering the incident into the PeopleSoft data management program. The incident report will be filled out or entered into PeopleSoft by the immediate supervisor of the employee involved in the incident and receive Department/Division Head concurrence and signature. The Employee Injury/Illness Report is located on the County Intranet; go to Departments, Risk Management, and Forms. This requirement applies to all potential Workers’ Compensation incidents whether the claim has been accepted by the County or not.

PROCEDURES:

Definitions:

Employee: The definition of “Employee” as it pertains to this PPM includes:

- All Board of County Commissioner (BCC) Employees
- Constitutional Officers including Clerk and Comptroller, Property Appraiser, the Supervisor of Elections and Tax Collector
- Volunteers
- Student Interns

First Aid: First aid refers to medical attention that is usually administered immediately after the injury occurs and at the location where it occurred. It often consists of a one-time, short-term treatment and requires little technology or training to administer. First aid can include cleaning minor cuts, scrapes, or scratches; treating a minor burn; applying bandages and dressings; the use of non-prescription medicine; draining blisters; removing debris from the eyes; massage; and drinking fluids to relieve heat stress.

Root Cause: The source or origin of an event or accident

Work Related: An injury or illness that arose out of and in the course and scope of the employment of a worker.

General

All employees must immediately notify his/her immediate supervisor (or alternate supervision if their supervisor is not available) of any injury or illness that may be work related. If the injured/ill employee is unable to contact his/her immediate supervisor due to the severity of the incident, other employees should contact the injured employee’s supervisor if they are aware of the incident.

A. Injury/Illness not requiring medical treatment (e.g. First Aid)

1. An “Employee Injury/Illness Report” must be completed within 48 hours of an incident using the on-line PeopleSoft system or an Injury/Illness Report. An incident investigation shall be conducted prior to completing the report.
 - a. If a final report cannot be completed within 48 hours, a preliminary report will be completed and the final report shall be entered or completed and submitted as soon as practical.
 - b. All reports not generated through the PeopleSoft system shall be forwarded to the Occupational Health Clinic (OHC) and ES/LC via email.

B. Injuries/Illness requiring medical treatment (e.g. more than First Aid)

1. Employees who are seriously injured (e.g. heart attack, shock, possible broken bones, etc.) should receive immediate emergency medical services by calling 911. Treatment should not be delayed by sending these employees to the OHC. Transportation of the employee after receiving initial treatment should be determined by the recommendations of the responder (e.g. Fire Rescue). The OHC or the County Emergency Operations Center (EOC) (after hours) can be contacted for additional advice on choosing the appropriate transport method to be used.
2. For non-emergency injuries/illness, employees should report to the OHC as soon as possible.
3. Whenever possible, employees reporting to the OHC should have their information entered into the PeopleSoft system or arrive with a preliminary or completed "Employee Injury/Illness Report." This preliminary report is often incomplete (since an investigation may not have been completed) and may lack the required signatures/approvals.
4. For employees who do not have their incident added to the PeopleSoft system, and do not have a copy of their "Employee Injury/Illness Report" from their supervisor, an initial report can be provided to the OHC via fax, email or in person as soon as practical.
5. In all cases, an incident investigation shall be completed within 48 hours.
6. When the final report cannot be completed within 48 hours a preliminary report will be completed and the final report submitted as soon as practical.
7. All reports not entered into the PeopleSoft system shall be forwarded to OHC and ES/LC as soon as practical.

C. Responsibilities:

Department and / or Division Heads

1. Each Department and/or Division Head (or their designee) is responsible for ensuring that supervisors accurately complete the current "Employee Injury/Illness Report" (posted on PBC intranet) or enter the Employee Injury/Illness Report within PeopleSoft.
2. Department and/or Division Heads shall ensure that supervisors investigate each employee injury/illness, determine the root cause and follow up on the appropriate actions to prevent a recurrence of a similar injury or illness. (i.e., training, safety talks, procedural change, repair of a mechanical defect)
3. Department and/or Division Heads shall review the report, note any additional

information not provided by the Supervisor and sign the report manually or approve the completed Employee Injury/Illness Report within the PeopleSoft system indicating concurrence with the findings.

4. Department and/or Division Heads shall ensure that Supervisors perform necessary activities to promote improved employee safety.
5. Department and/or Division Heads shall ensure that ES/LC is contacted if additional help is required to determine the root cause of the incident and/or the appropriate corrective actions needed to prevent recurrence are implemented.

Immediate Supervisors

1. Supervisors are responsible for ensuring that employees understand their responsibility to report all work related injuries and illnesses immediately to their supervisor.
2. Supervisors shall investigate and complete a report for all potential work related injuries or illnesses reported to them by employees within two (2) workdays of notification. Any incident where there is a dispute about the work relatedness of the injury/illness also require the completion of an "Employee Injury/Illness Report" or the Employee Injury/Illness Report within PeopleSoft.
3. With the exception of Fire Rescue, supervisors must report all serious (e.g. require emergency medical assistance and/or hospitalization) injuries and illnesses to the Emergency Operations Center (EOC) **IMMEDIATELY**. Fire Rescue must report all serious injuries and illnesses to the Fire Operations Officer (FOO).
4. Supervisors shall determine and follow up on the actions needed to prevent a recurrence of a similar injury or illness. (i.e., training, safety talks, procedural change, repair of mechanical defect).
5. Supervisors shall contact ES/LC if additional help is required to determine the root cause of the incident and/or the appropriate corrective actions needed to prevent reoccurrence. Supervisors are required to implement appropriate corrective actions.
6. Where feasible, supervisors should complete the "Employee Injury/Illness Report" so it can be provided to the OHC when the employee reports.
7. Supervisors shall ensure that employees sign the form once it is completed. If the employee is unable to sign his or her name, supervisors will note this on the form.
8. Supervisors shall sign the form manually or electronically (within PeopleSoft) and forward it to the Department and/or Division Head for review and concurrence and insure that all reports are sent to the OHC and ES/LC.

Employees

1. Employees are responsible for reporting work-related injuries and illnesses to their supervisors immediately. If their immediate supervisor is not available, they must notify their supervisor's supervisor.
2. Under no circumstances, except for emergency medical treatment, should an employee leave the work site without reporting an injury.
3. Employees shall follow all corrective actions in order to prevent a reoccurrence of a similar injury or illness. (i.e., training, safety talk, procedural change, repair of mechanical defect)
4. Employees shall sign the form manually or electronically (within PeopleSoft) once it is completed by the supervisor.
5. Employees who fail to follow these procedures will be subject to review and disciplinary action. Disciplinary action, if appropriate, will be in accordance with the Merit System Rules. All proposed disciplinary action will be reviewed by Human Resources prior to any action being taken.

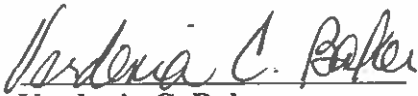
Emergency Operations Center (EOC)

When EOC receives notice of a serious work related injury or illness, they will immediately contact the ES/LC in accordance with established notification procedures.

Employee Safety/Loss Control (ES/LC)

ES/LC is responsible for the monitoring of the procedures as set forth by this policy.

1. ES/LC will review all "Employee Injury/Illness Reports" and if necessary, follow up with the Department and/or Division.
2. ES/LC will investigate serious* injuries and illnesses. (*Serious includes those injuries and illnesses requiring emergency medical assistance and/ or hospitalization)
3. If necessary or requested, ES/LC will assist supervisors in the determination of actions to prevent a reoccurrence of a similar injury or illness. (i.e., training, safety talk, procedural change, repair of mechanical defect)
4. ES/LC will update the "Employee Injury/Illness Report" and post the current version on the PBC intranet.


Verdenia C. Baker
COUNTY ADMINISTRATOR

Supersession History:

1. A.O. 6-5, effective 9/1984
2. PPM #CW-P-021, effective 7/1/1988
3. PPM #CW-P-021 effective 7/9/1999
4. PPM #CW-P-021 effective 6/7/2010
5. PPM #CW-P-021, effective 6/25/2015