

City of South Portland

Occupational Accident and Injury

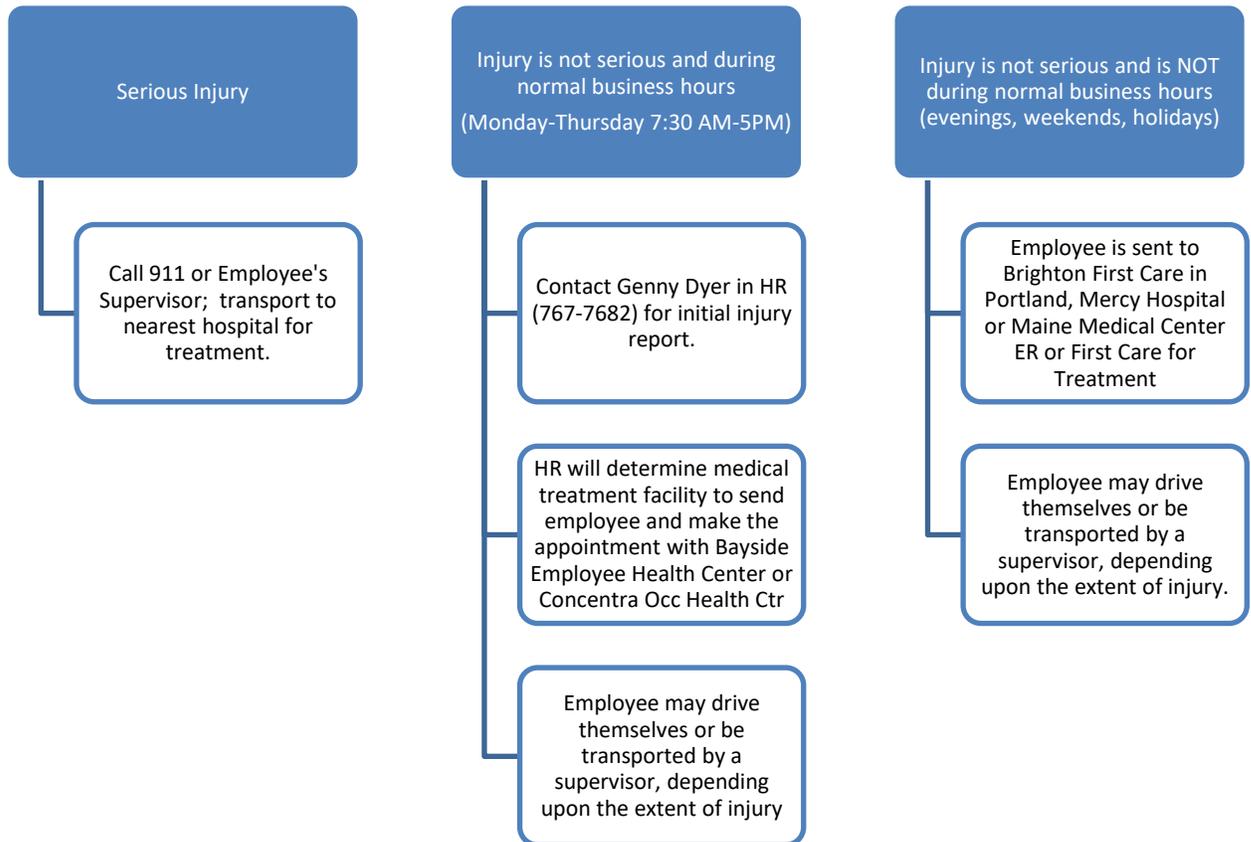
Emergency Care, Reporting and Post Accident Testing

(Police Department use internal protocols)

Procedural Steps

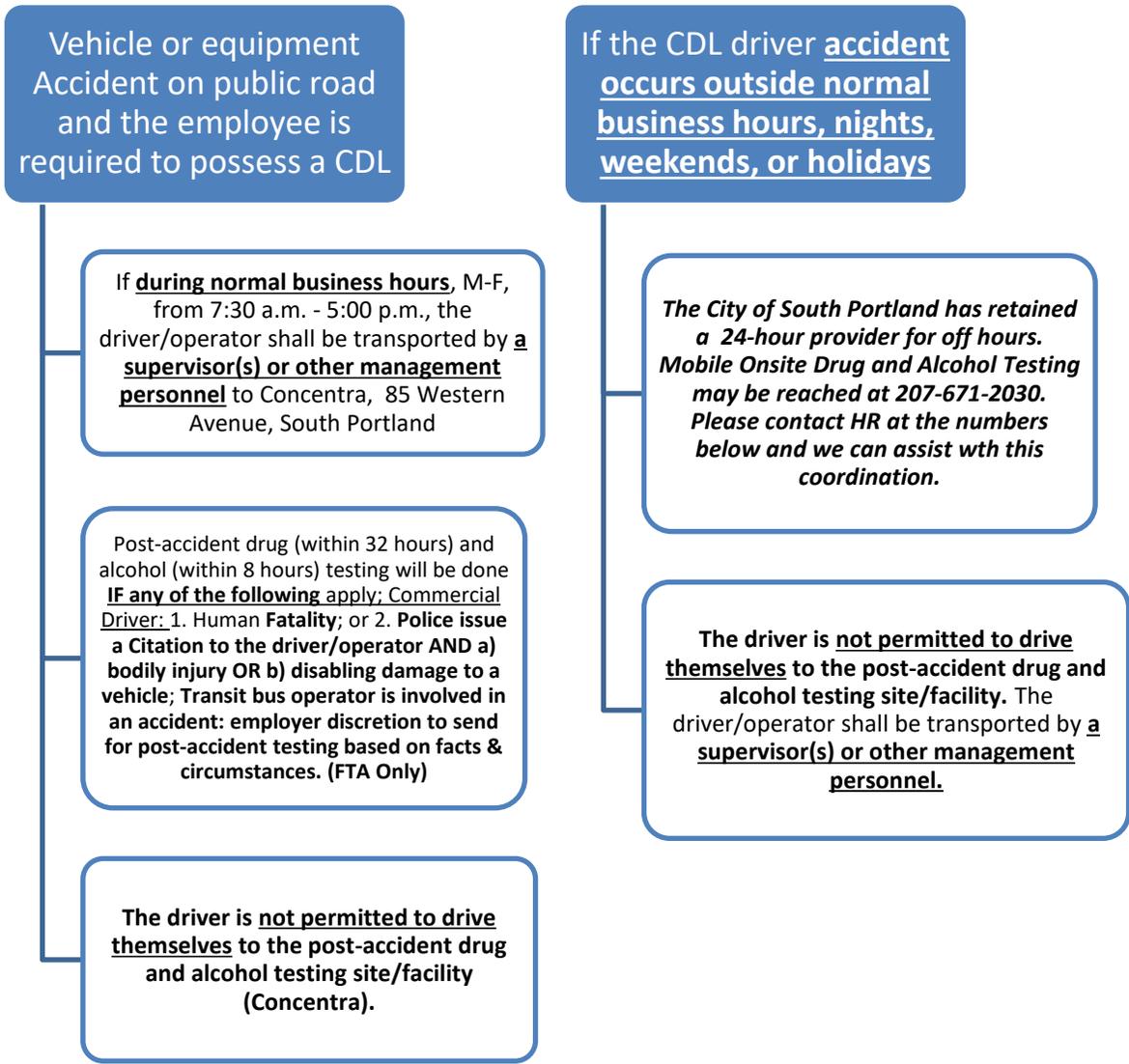
Employee Injury

IF an employee sustains an occupational accident or injury; immediately send injured employee for medical treatment or follow the below guidelines:



NOTE: Business hours for **Concentra Medical Center**, 85 Western Ave., South Portland, are Mon.-Fri., from 7:30 a.m. to 5:00 p.m.

Business hours for **Bayside Employee Health Center**, 50 Sewall Street Portland are Monday – Friday 7:30 am to 5:00 pm



Follow the below steps ONLY AFTER emergency needs are met, injured employees or members of the public have been transported for medical treatment, accident and/or injury site has been secured, and employees have been transported to Concentra or other identified location for mandated post-accident drug and alcohol testing for CDL licensed drivers/equipment operators.

1. Supervisor or Manager completely fills out **Accident/Injury Notification and First Report** as soon as is practicable.
2. **FORWARD** the completed **Accident/Injury Notification and First Report** to Genny Dyer in Human Resources (at City Hall, accident@southportland.org, 207-767-7682) within 24 hours of occurrence or as soon as practicable **and** send a copy to Department Head and the department Safety Committee Representative.

3. Supervisor, Department Head, Safety Coordinator and Human Resources will determine the need for an **Accident Investigation**, and who will conduct the investigation, based on a number of factors, including, but not limited to: the severity of the incident, any lost time, medical treatment, and/or information obtained from other sources / witnesses, including the police report (vehicle accident or other).
4. **Accident Investigators** shall follow the practices identified in Supervisor Accident Investigation Training and use the **Accident Analysis form** to aid in the investigation process to identify why the incident occurred and what changes to procedures, policies, equipment or training need to be implemented to reduce the chance of a recurrence.
5. The results of the accident investigation, recommendations to prevent recurrence, and actions / controls taken will be reviewed and discussed at Dept. Safety Committee meeting(s) for follow-up action as necessary.
6. Corrective actions implemented, new work procedures and new PPE, etc. shall be communicated to employees, and appropriate training provided.
7. **City Safety Committee** will report on the accident or injury, investigation findings and corrective measures implemented to the Executive Safety Committee at the next scheduled quarterly meeting.
8. **As a reminder**, all Public Sector employers are required to **report as soon as possible** to the Maine Department of Labor all work related fatalities or injuries/illnesses when an **employee is admitted to a medical facility for observation or overnight or for any broken bone or tooth**. At a minimum, **all fatalities must be reported within 8 hours, and hospitalizations must be reported within 24 hours**. The emergency notification phone number is (207)-592-4501, or accident.bls@maine.gov to notify Mary Matthews, Program Manager, anytime.
9. Questions? Contact Robert Nadeau, Human Resources Director, at 767-7667 (office) or 207-219-6933 (cell); or Genny Dyer, Human Resources Generalist/Designated Employer Representative for Drug testing protocol, 767-7682 (office); or Lou Cavallaro, Safety Coordinator, at 347-4127 (office) or 272-0654 (cell).

Off-hours contact information:

Robert Nadeau at the above numbers.