



Rancho Los Amigos National Rehabilitation Center PHYSICAL THERAPY DEPARTMENT POLICY AND PROCEDURE

REPORTING EMPLOYEE ACCIDENTS

Policy No.: 502
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PURPOSE: To ensure a safe and healthy work environment and to provide a system for reporting and processing employee accidents.

POLICY: It is the responsibility of the employee to immediately report any work related injury, accident, or illness to their supervisor or supervisor designee. Failure to report an injury, accident or illness may result in denial of benefits and progressive discipline up to and including termination. It is the every employee's responsibility to promote a safe work environment. It is the supervisor's responsibility to maintain standards of performance through training of employees under their direct supervision. Every employee shall assume the responsibility for performance of his/her duties in the safest possible manner to assure his/her own safety and that of his/her co-workers, and to report all preventable hazards and unsafe practices immediately to his/her supervisor. When accidents do occur, no matter how minor, each employee must report the injury to his/her immediate supervisor. Failure to do so jeopardizes the employee's industrial accident claim should it be necessary to file such a claim at a later date.

PROCEDURE: Refer to DHS Policy No. 738 Reporting and Management of Industrial Injuries. See Attachment A including the following forms:

1. First Alert,
2. Workers' Compensation Claim Form DWC-1,
3. Employers Report 5020
4. Job Related Illnesses or injury Supervisor's Investigation Report.
5. Employee Packet

The exception to the DHS policy No 738 is on page 2 "Emergency Situation" as this facility does not have an Emergency Department. Refer to Rancho Admin Policy A123 for procedures as stated below:

A. Emergency Situation

Any staff member who is approached by or who comes upon an outpatient, visitor or employee requesting or in need of emergency care within our campus should:

1. **CODE BLUE (544)** If the individual is unresponsive, appears to be in a life-threatening condition, or in critical need of care, initiate the Code Blue Policy

immediately. Codes include calling **544 for CODE BLUE** response in patient care areas where Crash Carts are available, or 522 in non-patient care areas where emergency medical personnel need to be summoned.

2. CODE ASSIST (544) is called when an employee is NOT unresponsive, appear in a life-threatening condition or in critical need of stabilizing care but is still considered to be in an urgent medical situation, call a Code Assist

(544) to summon medical personnel to the area to assess the person and provide appropriate triage. This may include referral to the Medical Clinic on grounds. If the individual is going to be moved to the Medical Clinic – call the clinic to inform them of the situation and if appropriate and safe, arrange for transport of the individual to the the clinic designated by the clinic staff..

- a. If emergency care is needed at RLANRC's designated clinic, the on-call medical triage physician will be paged and the employee maybe transported to an emergency department.
- b. For exposures (e.g., blood splash or needlestick), employees will be referred to the EHS Department between the hours of 0630-1600. After hours the Administrative Nursing Supervisor must be contacted.

B. Once the situation is stable, complete all required reporting responsibilities as described in the DHS Policy No 783.0



Director, Physical Therapy Department