

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES



SUBJECT: ACCIDENT/INJURY REPORTING

POLICY NO. 920

PURPOSE:: To state the Department's policy on the reporting of accidents and/or injuries involving employees, patients, visitors, County mileage permittees and County vehicles.

POLICY:: Employees shall report any accident/injury involving the following. Such reports shall be made in accordance with Departmental reporting procedures.

GUIDE:: Accidents involving injury to employees or accidents involving County vehicles shall be reported according to procedures described in the DHS Safety Policy Manual.

Accidents involving patients or visitors shall be reported according to procedures described in Policy No. 311 of this manual.

The Department shall provide necessary forms for the reporting of such incidents.

CROSS REFERENCE:: DHS Safety Policy Manual DHS Policy No. 311: "Incidents Involving Potential Malpractice Claims Against the County."

AUTHORITY:: California Occupational Safety and Health Los Angeles County Code

EFFECTIVE DATE: Jul 25, 1990 **SUPERCEDES:** Policy #920 (June 1, 1984), #921,# 922, #923 (November 24, 1975)

APPROVED: Signature on File
