



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 403: WORKPLACE INCIDENT OR INJURY

A. General Provisions

1. The Department Director or immediate supervisor will use the following procedure when a workplace incident or injury occurs:
 - a. Arrange for an injured employee to receive prompt medical attention;
 - b. Have the employee complete the Employee's Report of Incident or Injury form. Incidents and injuries are to be reported and recorded within 24 hours of the occurrence;
 - c. While the facts are clear, immediately investigate the circumstances surrounding the incident or injury and record the results of the investigation in the Supervisor's Report section of the Employee's Report of Incident or Injury form c. Keep one copy of the Report and send one copy to the Human Resource Department (forms are available in the Human Resource Department and on The Barn);
 - d. Where applicable, take corrective action to assure that a recurrence of the incident will not take place.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022

Date

Handwritten signature of Mark Schwieterman in blue ink.

Mark Schwieterman
City Manager

Issued:

11.30.22

Date

Handwritten signature of Jenny Smith in blue ink.

Jenny Smith
Human Resource Director