

## VILLAGE OF MENANDS

### ACCIDENT / INJURY INVESTIGATION POLICY



#### Background

There are several compelling reasons to maintain thorough and up-to-date records of workplace accidents and injuries. The first, of course, is compliance with the law. The State of New York Department of Labor's Public Employee Safety and Health (PESH) requires every covered employer to maintain records of all recordable injuries and illnesses. Injuries and illnesses must be recorded if the injury or illness:

1. Involves an employee
2. Is work-related
3. Is a new case, meaning that the employee has not previously experienced a recorded injury or illness of the same type that affects the same part of the body, or if the employee has previously experienced such an injury or disease, but had recovered entirely
4. Results in:
  - a. Death
  - b. Lost work days
  - c. The need for restricted work or job transfer
  - d. Medical treatment beyond first aid
  - e. Loss of consciousness
5. Is a significant work-related injury or illness that is diagnosed by a physician or other licensed healthcare professional
6. Results from a needle stick injury or a laceration caused by a sharp object that is contaminated with another person's blood or other potentially infectious material
7. Results in the medical removal of an employee under the medical surveillance requirements of a PESH standard
8. Involves occupational hearing loss
9. Involves an occupational exposure to tuberculosis and subsequent development of the infection

**State Law.** There are often State laws similar to OSHA that require records to be kept and reports to be filed. Workers' compensation laws may also require accident reports. Such state laws usually require these reports to be filed.

In addition to complying with the law, a thorough reporting and recordkeeping system can also provide helpful information regarding loss trends and prevention. For example, analysis of such

records can reveal causes of loss that are increasing, which types of injuries are on the increase, what safety procedures have had the most significant impact, and even ideas for new approaches to implement.

The process of conducting an accident investigation and filling out a written accident report allows the supervisor to focus their attention on what has occurred. It forces them to consider what might have been done (or what could be done in the future) to avoid such an incident.

## **Policy**

It will be the policy of the Village of Menands to report all accidents and/or injuries as soon as they happen to your supervisor. If an injury requires EMS, call 911 first, initiate help, and then contact a supervisor. For every injury, no matter how minor, a worker comp C-2 form must be completed. If your injuries require you to go to the ER, remember to give the Emergency Room your Worker's Compensation ID Card, not your Medical Insurance Card. The injuries will be covered under Worker Comp Case. A supervisor will investigate every accident and/or injury, and a report will be written. The reports will be given to the Village Clerk, who will review and work with the Department Head to prevent the type of accident and injury from happening again. All reports will be kept on file in the Village Office.

Attached to this policy are the following:

1. Accident Report Form
2. Witness Form
3. C-2 Form

### **Accident involving Village vehicle/equipment**

**PURPOSE:** This policy is to provide guidelines for any accident that involves any piece of Village of Menands equipment.

**SCOPE:** This policy applies to all village employees.

**If any vehicle is involved in an accident, it must not be moved. This includes roadways. EXCEPTION: In Emergency Situations where the vehicle/ equipment must be moved.**

**CHECK FOR ANY INJURIES IN THE EQUIPMENT AND OTHER VEHICLES INVOLVED.**

**REQUEST ANY RESOURCES IF NEEDED**

1. The employee will call 911 to have the Police Department respond to the scene. This applies to accidents that happen in or out of the Village. If the accident is outside the Village of Menands, the Local Police will respond initially.
2. The employee will then contact a supervisor to advise them of the accident.

3. The driver of the vehicle/equipment MUST comply with all requests made by the Police Department. This may include a statement of the accident.
4. Any employee who was on the equipment during the accident may also have to fill out a statement with the Police Department.

**THE DRIVER OF THE VEHICLE/EQUIPMENT AND ALL OTHER DRIVERS INVOLVED WILL BE REQUIRED TO TAKE A FIELD SOBRIETY TEST AND DRUG TESTING.**

Reviewed: 9/2/2025