Effective Date: 02.07.17

GENESIS: INCIDENT REPORTING AND WORK RELATED ILLNESS/INJURY

I. INTRODUCTION: All incidents occurring on any Pennyroyal Center premises or while attending Center related programs involving a patient, client, student, volunteer, visitor or employee of the Pennyroyal Center where an incident, injury or onset of illness occurs will be documented using the Pennyroyal Center Incident Report (PMHC-146).

A. Definition: The Incident Report (PMHC-146) will be completed anytime an injury occurs to a patient, client, student, volunteer, visitor, or employee of the Pennyroyal Center, or if there is an onset of illness, or in the event of an accident which occurs while one is conducting Center business (except for individuals receiving services in any IDD program. For those clients, utilize the correct Department for Behavioral Health, Developmental and Intellectual Disabilities incident report form based on funding source requirements. Situations where any current or former client completes suicide will be documented on the Incident Report (PMHC-146).

B. As required by law, employees of the Pennyroyal Center are covered by Workers' Compensation policies for work-related illness or injury. However, for such compensation to be made, it is necessary that all such injuries be reported by telephone as soon as possible to the Human Resources (HR) Department in Hopkinsville. The Executive Director should also be informed by telephone of any employee's work-related illness or injury which requires emergency medical services. The l970 Occupation Safety and Health Act requires employers to maintain a log of all work-related injuries and illnesses.

NOTE: The Incident Report (PMHC-146) does not take the place of the Department of Worker's Claims First Report of Injury form, which is used to report employees' on-the-job injuries. If such an injury occurs, both the First Report of Injury form and the Incident Report (PMHC-146) must be completed by the eyewitness and/or supervisor on duty.

II. PROCEDURE:

A. Process: The program manager, facility manager, and/or lead technician shall be responsible for completing the Incident Report (PMHC-146) with the assistance of those staff members/individuals involved in the incident. This report cannot be completed by the individual that was injured or experienced an onset of illness while attending a Center program.

The report should be completed after activities necessary for handling the emergency have taken place. Anyone who is injured or who has suffered the onset of an apparently serious illness should be taken immediately to the nearest hospital emergency room or, when indicated, an ambulance should be called. All

sections of the report will be completed by the designee. After all information has been completed and verified, the designee will submit the report to HR. HR will provide a copy to the Executive Director and Director of Quality Management and/or Director of Clinical Operations when appropriate.

Upon receipt of the report, the Human Resources Department designee will complete the incident type section of the form with consultation from the Director of Quality Management as needed. The HR designee will further archive the report in appropriate categories on the Center's Server.

B. Workers' Compensation Contact Person Designated for Each Facility: Every Pennyroyal Center facility supervisor shall designate, and inform the HR Department who is authorized to make the call directly to the Pennyroyal Center's workers' compensation insurance carrier in the event that an injury occurs. Prior to making such a call, the caller should have the following six pieces of information available: employee's name, Social Security number, birth date, date of injury, type of injury, and part of body affected.

C. Telephone Report to Regional Office. Any injury should be reported immediately by telephone to the HR Department.

D. Report of Injury Form (S.F. 1). In addition to telephone notification, any on-the-job injury or illness should be reported to the HR Department via OSHA Form S.F. 1, Employer's First Report of Injury or Illness. These forms are maintained by the facility contact persons with extra copies available from the Regional Office.

The S.F. 1 should be completed and forwarded to the HR Department anytime an incident occurs, even if medical attention is not being sought. If medical attention is required at a later date, the form will be on file.

E. Incident Report (PMHC-146) Follow-up: A follow-up assessment may be conducted at the discretion of the Director of Clinical Operations and/or Director of Quality Management in conjunction with the Pennyroyal Center Safety Committee. The follow-up assessment may include facility repairs, procedural changes, and/or equipment installation for prevention purposes. Some situations may require a critical incident debriefing. This will be determined by the Director of Quality Management, and/or Director of Clinical Operations with input from the supervisor involved with the situation. When a debriefing occurs, it will be documented on the Incident Report (PMHC-146) form.

III. Prescription Drugs. In the event that the injured employee is given a prescription, there are two options for payment: (1) The pharmacy may submit a bill to the Pennyroyal Center at P.O. Box 614, Hopkinsville, KY 42241 (Attn: HR Department), or (2) The employee may pay for the prescription and submit it to the Pennyroyal Center (Attn: HR Department) to request reimbursement from the workers' compensation insurance carrier. (Only drugs appropriate to the injury will be covered.)

IV. Treatment Sought Outside Working Hours. Any treatment sought outside working hours should be reported the following work day to the Workers' Compensation facility contact person.

V. Worker's Compensation Related Absences. Employees who are unable to work due to a work related injury/illness must use accrued sick and/or vacation leave (or leave without pay if no paid leave is available) for the entire leave of absence.

VI. Authorization to Return to Work. Employees who have been absent from work due to a Workers' Compensation injury/illness must provide to the Center supervisor a Fitness for Duty Statement from the medical provider regarding work status (restrictions, authorization to return to work, etc.) before the employee will be allowed to return to work. The form should be forwarded to the HR Department as soon as it has been reviewed by the supervisor.

VII. Medical Bills. Service providers should submit bills for Workers' Compensation claims to the Pennyroyal Center (Attn: HR Department), P.O. Box 614, Hopkinsville, KY 42241-0614. If an employee receives a bill for a Workers' Compensation claim, the bill should be sent immediately to the HR Department, who will forward it to the Workers' Compensation insurance carrier.