

CORPORATE POLICY

SUBJECT: Incident/Injury Reporting	CATEGORY:	HR
	ORIGINAL DATE:	May 1, 1996
	REVIEWED DATE:	March 29, 2017
	REVISION DATE:	March 29, 2017

I. POLICY

The Lake County Health Department and Community Health Center (LCHD/CHC) requires timely reporting of all incidents that affect employees, patients, visitors, clients and property.

For legal, insurance, and administrative requirements, it is mandatory that all incidents be reported in accordance with LCHD/CHC procedures. The incident report shall not be part of the medical record.

DEFINITIONS:

Incidents: staff/patient safety events that reached the staff/patient, whether or not there was harm involved.

Near misses (or close calls): staff/patient safety events that did not reach the staff/patient.

Unsafe conditions: circumstances that increase the probability of a staff/patient safety event occurring.

Exposure Incidents: Specific eye, mouth, other mucous membrane, non-intact skins, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE

1. All staff must ensure that any incident, near-miss event or unsafe condition involving them or any other individual and/or property is immediately reported using the current LCHD/CHC incident reporting system.
2. Incidents will be reported to program/clinic supervisor/manager immediately upon occurrence or discovery.
3. The staff involved in, discovering, or responding to the incident will complete the incident report form (found on Healthnet). Form must be completed by the next working day following when the incident occurred or was discovered and forwarded to Human Resources within 24 hours, as feasible.
LCHD/CHC vehicle accidents/-vandalism and LCHD/CHC property loss or damage must be immediately telephoned (377-8080) or faxed to the Human Resource

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office (360-6757). If an injury is involved, the injury report procedure must also be followed.

4. When completing ~~either~~ an incident report involving a patient/client, use the patient/client ID number in identifying the patient/client. The name of the patient/client must be omitted from the report for purposes of confidentiality. Each incident involving a patient/client will be documented in the medical record at the time it occurred or was discovered. Documentation will include a factual description of the incident, clinical interventions, ~~and name (and time)~~ of physician and time of physician notification. All progress note policies are followed for the entry.

RESPONSIBILITIES

- A. All staff are responsible for:
 1. Identifying and reporting incidents, near-miss events, and unsafe conditions using the current LCHD/CHC incident reporting system and notifying their immediate supervisor.
 2. Cooperating in the investigation of incidents.
 3. Participating in the implementation, monitoring and evaluation of actions from recommendations and subsequent learning opportunities.
- B. As soon as a supervisor/manager is made aware of an incident, near-miss or unsafe condition, they must:
 1. Conduct an immediate assessment of the situation to determine the nature and severity of the impact of the incident, near-miss or unsafe condition ~~upon~~ clinical care and/or service delivery.
 2. Ensure that any individual who may have sustained an injury resulting from the incident receives immediate first aid and/or medical treatment according to established procedures. Take any immediate action necessary to make the area safe and reduce the risks of a reoccurrence.
 3. Determine whether the incident/near-miss/unsafe condition should be a serious event/sentinel event. Once a decision has been made the LCHD/CHC process for reporting either an incident or serious event/sentinel event should be followed (see clinical incident management program).
 4. For exposure incidents, immediate action during post-exposure evaluation and follow-up is critical. At the time of the exposure, the supervisor or designee shall notify Health Department Human Resources (377-8080). In the event a Human Resource representative is not available, contact Lake County Risk Management at 377-2241 or 847-309-4973/847-309-4330 for 24-hour response. Refer to LCHD/CHC Infection Control Manual for detailed policy and procedure on exposure follow-up.
- C. The Safety Coordinator will collect, maintain, evaluate and respond to data gathered from Incident Reports in collaboration with Clinical Compliance Manager, County Risk Management, Chief Medical Officer and the Environmental Health and Safety (EHS) Committee.

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IV. REFERENCES:

- LCHD/CHC Incident Reporting and Management SOP
- LCHD/CHC Clinical Incident Management Program
- LCHD/CHC Serious Event Policy
- LCHD/CHC Sentinel Event Policy

V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____

Date: _____

SUBJECT: Injury Reporting and Follow-Up	POLICY NUMBER: 8.6
	ORIGINAL DATE: May 1, 1996
	REVISION DATE: October 14, 2015

I. POLICY:

All occurrences of death, injury, and illnesses arising out of and in the course of employment will be reported in writing to the Industrial Commission and will ensure that:

1. Prompt investigation of death, injury or illness takes place which reveals responsibility and hazard identification and elimination.
2. Constant monitoring of each injury is maintained until the incident is closed.
3. Exposure to body substances and needle stick injuries are reported immediately to the supervisor and Human Resources

II. SCOPE:

All Lake County Health Department and Community Health Center employees

III. PROCEDURE:

A. The following report forms must be filed with Health Department Human Resources within twenty-four (24) hours of occurrence:

1. Lake County Health Department and Community Health Center Injury, Incident and Accident Form -- this form must be used to report all incidents including accidents resulting in injuries to clients, visitors and staff; or other occurrences

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such as theft, vandalism or fire, which might require a report to the police, the fire department or the County Risk Management office. Contact Human Resources immediately to report employee injuries. It will be determined if an employee needs to seek medical attention. Employee medical services are rendered at the Advocate Condell. In the case of a life threatening condition, employees are to seek medical services at the nearest emergency room. The employee involved or employee witness prepares the report if a client or visitor is involved in an incident resulting in an injury. To complete reporting a serious staff injury, the form must be forwarded immediately to Human Resources either via fax to the general Human Resources fax line 847-984-5688 or via email to healthhumanresources@lakecountyil.gov. The supervisor and the Service Area Director approve the original form. The signed original form is forwarded to Health Department Human Resources.

2. Exposed employee/post exposure and follow-up. An exposure incident is "a specific eye, mouth, other mucous membrane, non-intact skin, or parental contact with blood or other potentially infectious materials that result from the performance of any employee's duties." Immediate action during post-exposure evaluation and follow-up is critical. At the time of the exposure, the supervisor or designee shall notify Human Resources and follow Infection Control Policy--Employee Exposure, Post-Exposure and Follow-Up. (12.2.0.3)
3. For injuries occurring after regular business hours, the employee should go to the nearest available emergency room and Human Resources should be notified the next business day by calling 847-377-8000.
4. Following receipt of the incident form above there must be an "Employer's First Report of Injury or Illness" (Form 45) completed by Human Resources. The original report must be signed by the Service Area Director responsible for that injured employee.

B. Forms, Definitions and Files of Procedure

1. Employer's First Report of Injury or Illness--Report is filed with the Industrial Commission when a death, injury or illness is associated with employment. The original report is to be prepared by Health Department Human Resources (Form 45).
2. Inspection Report--May be prepared by the Risk Manager after an accident or injury. In the case of death, it is filed immediately. The report contains recommendations for changes and review of the accident.
3. Open Case File--Record of all Worker's Compensation claims include reserve information, progress to date, maintained by Human Resources.
4. Risk Manager --Individual responsible for accident prevention.
5. Illinois Industrial Commission--State agency responsible for the administration

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of the Illinois Workmen's Compensation Program.

6. Disability Certificate--Certificate from the doctor releasing an employee to return to work. It also serves to verify the period of disability.
7. Notice of Hearing--Issued by the Industrial Commission notifying the employer that the Commission will be reviewing a case before it.
8. Accident Files--Human Resources will maintain accident files. Each accident file will include a Form 45, and any bills relating to an accident and a disability certificate as appropriate.

IV. REFERENCES:

EMPLOYEE EXPOSURE, POST-EXPOSURE AND FOLLOW-UP POLICY NUMBER:
IC.BP.3

V. AUTHORS/REVIEWERS:

Human Resources Staff, Corporate Policy and Procedure Committee, Senior Team, and Lake County Board of Health Personnel Committee

VI. APPROVALS:

Lake County Board of Health President

Signature: _____ Date: _____