

Vermont Psychiatric Care Hospital Procedure

Employee Injury Reporting

Revised: X

Date: 04/07/14

1. Any employee who witnesses, discovers, or has direct knowledge of injury, wound, or damage to the body resulting from an event at work shall complete an Employee Event Report within 24 hours.
2. If an employee is unable to complete the report due to the extent of injury, the employee's immediate supervisor will initiate the report on the employee's behalf.
3. All fields of the Employee Event Report must be completed to provide accurate and prompt processing of employee events and to ensure that employee injury reporting meets Risk Management and Department of Labor requirements.
4. If the employee believes that the reported injury will require outside medical treatment and/or lost time from work, s/he must contact the Worker's Compensation office at 828-2899 and notify the Staffing Office of the need for medical evaluation and/or time out of work.. The employee may leave a voice mail after hours for Worker's Compensation, including information on how to contact the employee.
5. The employee shall bring the completed Employee Event Report to the Nursing Supervisor on-duty at the time of the event.
6. The Employee Event Report will be brought to the VPCH Staffing Office by the Nursing Supervisor.

Follow-up by the Employee Assistance Program (EAP) is available upon request for those employees who are eligible. The employee's nursing or departmental supervisor is responsible for making this information available to the employee. The EAP Services contact number is 1-888-834-2830 and is available 24-hours a day.

Approved by	Signature	Date
Frank Reed, Commissioner of DMH		11/29/16