



Incident Event Responsibilities Guide

Incident Event Responsibilities:

This document defines the responsibilities for incident & accident reporting based on the revised Hanover County Incident Reporting Program. Departments & Safety/Risk Management responsibilities outlined below include, but are not limited to, the following:

Department:

1. Immediate notification of an injury event to Hanover County Safety & Risk Management for events that meet criteria outlined in 29 CFR 1904.39 for the reporting of injuries and fatalities. Qualifying events include:
 - a) Work-related Fatality
 - b) In-Patient hospitalization of one or more county employees for treatment of work related injury or illness (*Note: requirement does not include reporting for events where an employee is held for observation and not admitted for treatment*).
 - c) Amputation
 - d) Loss of an eye.

Regulatory requirements state that a work related fatality must be reported to VOSH within 8 hours of notification to the Agency's representative. In-patient hospitalizations, amputations of loss of eye events are to be reported within 24 hours of notification to the Agency's representative. For Hanover County, Safety & Risk Management is designated as the Agency's representative for reporting purposes.

2. Obtaining and submitting all relevant documentation related to the event (photos, written witness statements, written incident reports etc.)
3. Supplying required documentation for panel physician selection to employees and ensuring that all relevant worker's compensation information is completed and added to the submitted incident report.
4. Conducting a review of incident reports for completeness and assign personnel to conduct preliminary investigation of the event.
5. Determining if nature & severity of incident event requires a Root Cause Analysis and soliciting assistance from Safety & Risk Management in conducting investigation.
6. Determine corrective actions to be taken and implemented to prevent re-occurrence, assign & track status of corrective actions in EMEX, close corrective actions out once complete.
7. Utilizing departmental data to develop incident trend analysis and develop strategies to use the data for risk reduction.

Safety & Risk:

1. Review all incident reports submitted to the system for completeness of information and alerting department users to data required etc.
2. Utilize departmental data to develop incident trend analysis and work with department to develop & recommend strategies for risk reduction.
3. Participate in the Accident Review Board & Root Cause Analysis of events depending on nature & severity of event and as requested by the department
4. Review reports for appropriate corrective actions and provide recommendations for corrective actions based on review.



Incident Event Responsibilities Guide

5. Utilize data to develop lessons learned documents for distribution to other county departments where similar risks exist for hazard identification & risk reduction.