

Hanover County Safety & Risk Focus



Incident & Accident Reporting

The workplace is an ever-changing environment. As our work environments change over time, new hazards that have the potential to cause injury or loss appear. Even for those work environments that remain “static”, unrecognized, and uncorrected existing hazards or employee complacency can lead to workplace incidents resulting in injuries, illnesses, or fatalities. Time is critical when reporting an injury. Employees must ensure they are familiar with their incident reporting procedure and must report ALL work-related incidents quickly. When workers report an incident quickly it can make sure that workers receive the medical care they need and provide valuable time to investigate the cause of the event.

An injury is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition, injury, or illness to a worker. Immediately after a work-related incident occurs workers should:

- Ensure the scene is safe before entering.
- If needed, call local emergency personnel or 911.
- Administer any first aid to the injured if you are trained to do so and it is needed.
- Secure the incident location so that is not disturbed.
- Take photos of the incident scene and location, any property damage, and equipment involved.
- Follow your organization’s internal reporting procedure and quickly notify the appropriate personnel that an incident has occurred. **For Hanover County employees, injury events are required to be reported to the employee’s direct supervisor and to CompCare (1-877-234-0898) at the time of the injury event. Should the employee be unable to self-report the event, their direct supervisor must contact CompCare & begin the notification process on their behalf.**

Sometimes an employee may believe they have a “minor” injury and decide not to report it or get the injury evaluated which may cause it to become worse or not be injured at all, but could well have been had circumstances been different (aka: A Near Miss event) Employers and workers benefit from each incident that is reported quickly in these ways:

- Workplace hazards can be identified and then corrected or removed promptly, preventing future incidents and further injury.
 - Corrective action plans developed after the reported incident can help reduce the potential for more incidents to occur.
- Workers receive proper and adequate treatment after an injury to help lessen or reduce the severity of the injury event.

The Virginia Department of Labor and Industry’s Occupational Safety & Health Program (VOSH) requires all work-related fatalities to be reported within 8 hours of occurrence as well as all work-related inpatient hospitalizations, amputations, and losses of an eye within 24 hours of occurrence. Immediate notification of events of this type must be made to Hanover County Safety & Risk Management.

Work-related incidents (injury, loss etc.) are formally documented by reporting such events in the Hanover County Incident Tracking System, Origami Risk. An incident report should be entered once all relevant information on the incident event is obtained. Origami is the repository of record for all incident and claim information for Hanover County. Near Miss events can be entered into Origami Risk as a record only event. Safety & Risk Management is available to assist with this process at any time.

When it comes to personal safety, the importance of reporting incidents quickly cannot be understated! Remember, **"Report It, Don't Ignore It"**

Safety & Risk Quote of the Month:



Safety & Risk Resources

Below are some additional resources for review related to Accident & Incident Reporting:

- [Why is it important to report accidents in the workplace? \(Video\)](#)
- [Near Miss Reporting – Safety Awareness \(Video\)](#)
- [Accident vs. Incident – the difference explained \(Video\)](#)