

Accident, Injury, Near Miss, and Vehicle Accident Reporting

Policies, Procedures, Forms

Safety Committee members

IDL Safety Committee Members

Andrea Ryan – Committee Chairman-Human Resource Officer
Vikki Snider – Committee Secretary-Safety Officer
Matt Hicks – Committee Fire Training Liaison Policy/Procedure, CDA Staff Office
Jeanne Bradley – Committee Member-Timber, Ponderosa
Amy Johnson – Committee Member-Technical Writer, Boise Staff Office
Tim Cox – Committee Member-OSII, Boise Staff Office
Tim Gates – Committee Member-IT, CDA Staff Office
Jay Sila – Committee Member-Area Manager, Clearwater/Craigmont
Cole Schiermeister– Committee Member-Assistant Fire Warden, St. Joe

Office Safety Coordinators

Office Safety Coordinators

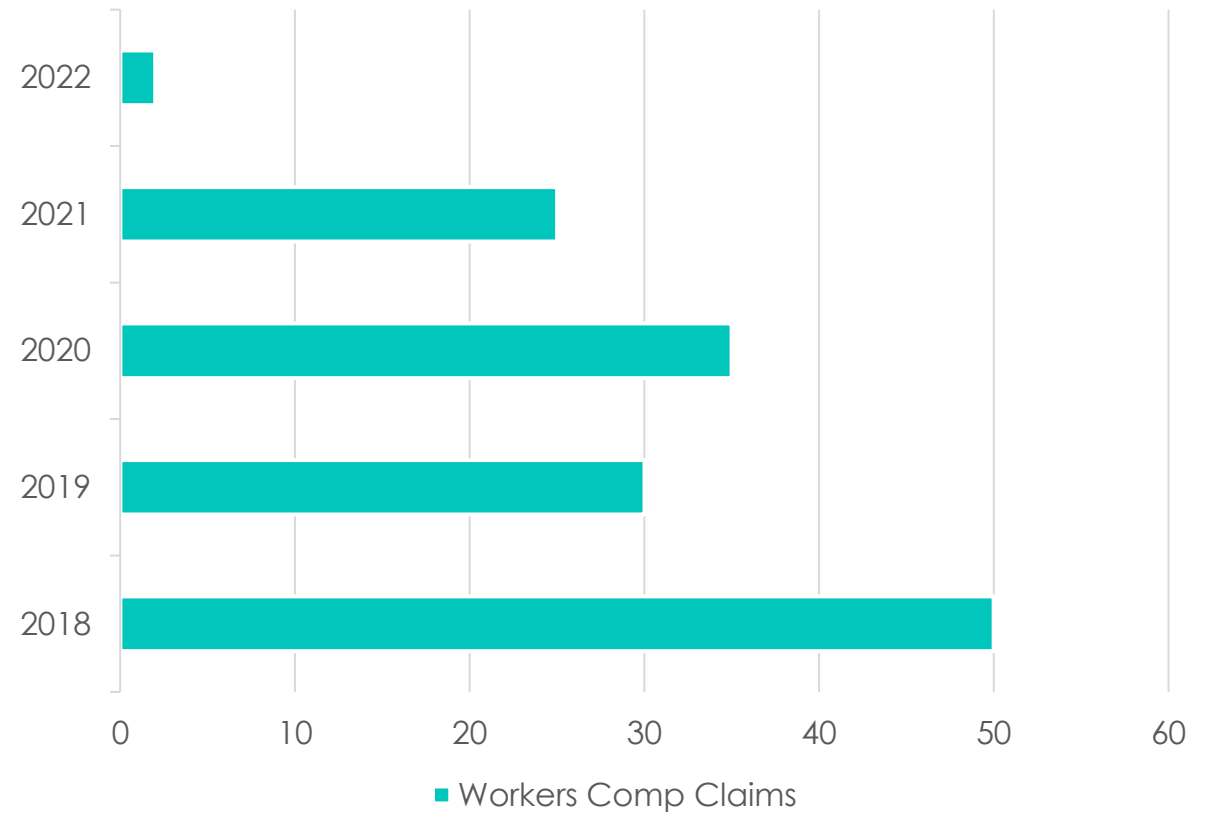
Priest Lake – Dan Brown
Pend Oreille – Ashley Stoneham and Ryan Jackson
Kootenai Valley – Jonathan Luhnnow
Mica – Josh Lander
Cataldo – Chris Myers
St. Joe – David Gregory
Ponderosa – Robbie Easley
Clearwater – Keith Brink
Maggie Creek – Russ Gross
Craig Mountain – Connor Shropshire
Payette Lakes – Jasen King
Southwest – Zack Foster
Eastern and Jerome – Connor MacMahon

Boise Staff Office – Tammy Armstrong
CDA Staff Office – Cori Wood
CDA Fire Cache – Matt Harrison
CDA Shop – Vacant

Thank you!

And...thank
all of you!

Workers Comp Claims



01/01/2018 – 06/01/2018	9
01/01/2019 – 06/01/2019	8
01/01/2020 – 06/01/2020	2
01/01/2021 – 06/01/2021	6
01/01/2022 – 06/01/2022	2

Where to find everything you need



Idaho Department of Lands Intranet Programs ▾ Activities ▾

Search 🔍

Quick Launch Menu

- Documents
- Search
- Employee Phone Directory
- Events
- Media/Public Relations
- Photo Organization Chart
- Policies
- Useful Links
- Working Through Covid-19
- Help Desk 334-0246

Idaho Department of Lands Intranet

Team Web Site > Idaho Department of Lands Intranet

A Message from Your Executive Staff

Actions ▾

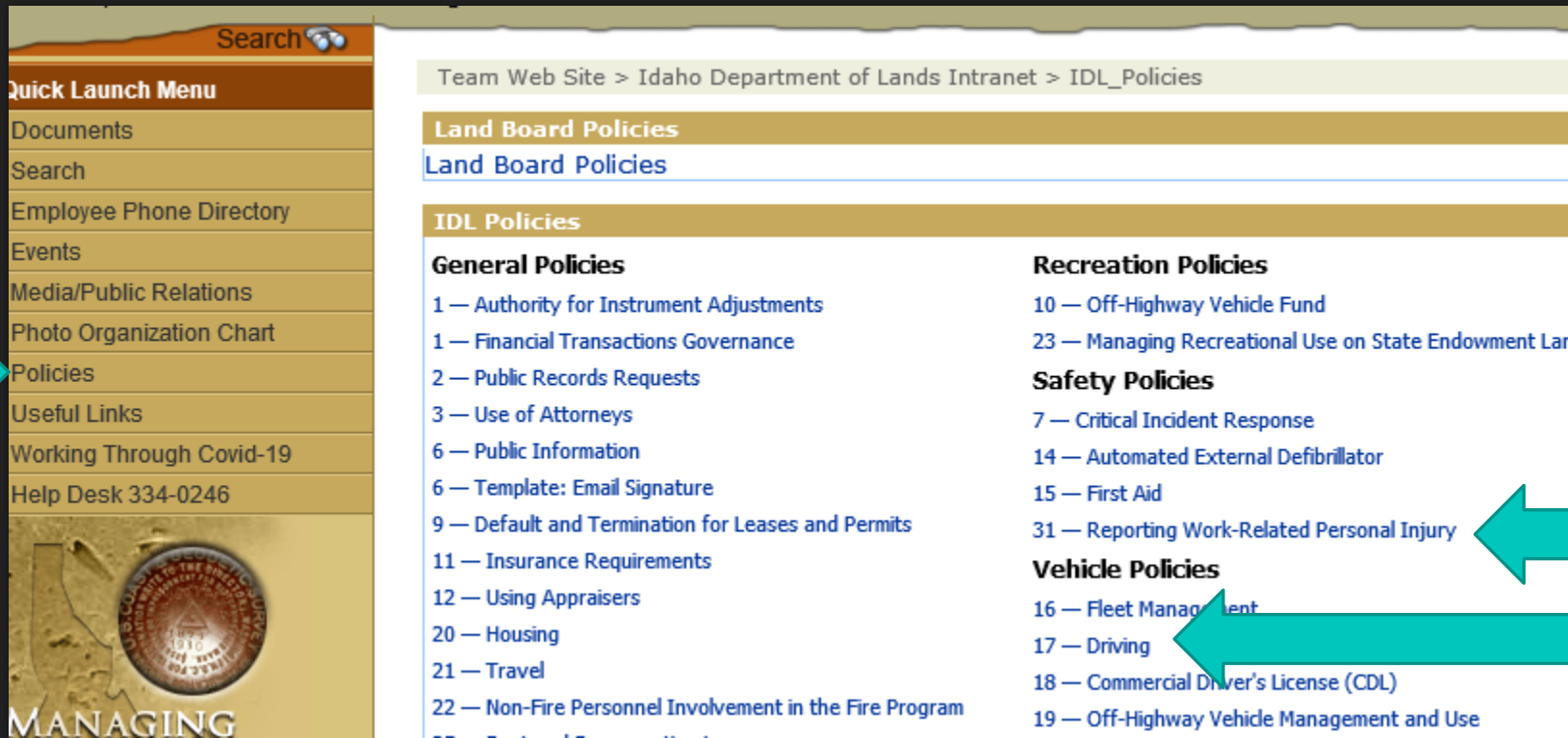
🔗	Title	Modified
There are no items to show in this view of the "Director's Newsletters" list.		


Announcements

Working Through Coronavirus
by Renee Jacobsen

The IDL family is working together through the Coronavirus of "Coronavirus" page for helpful resources. The Executive Lead


HERE'S ONE WAY TO GET TO IT



Search 

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MANAGING 

Team Web Site > Idaho Department of Lands Intranet > IDL_Policies

Land Board Policies

[Land Board Policies](#)

IDL Policies

General Policies	Recreation Policies
1 — Authority for Instrument Adjustments	10 — Off-Highway Vehicle Fund
1 — Financial Transactions Governance	23 — Managing Recreational Use on State Endowment Land
2 — Public Records Requests	Safety Policies
3 — Use of Attorneys	7 — Critical Incident Response
6 — Public Information	14 — Automated External Defibrillator
6 — Template: Email Signature	15 — First Aid
9 — Default and Termination for Leases and Permits	31 — Reporting Work-Related Personal Injury
11 — Insurance Requirements	Vehicle Policies
12 — Using Appraisers	16 — Fleet Management
20 — Housing	17 — Driving
21 — Travel	18 — Commercial Driver's License (CDL)
22 — Non-Fire Personnel Involvement in the Fire Program	19 — Off-Highway Vehicle Management and Use

Here's another way to get to it

Idaho Department of Lands | Programs ▾ | Ad

Search 🔍

Quick Launch Menu

- Safety Program Home
- Documents
- Accident, Injury, and Near Miss Reporting Procedures and Forms
- Critical Incident Response Guide
- Emergency Response and Safety Plans
- Policies, Guidelines and Associated Forms

Safety ←

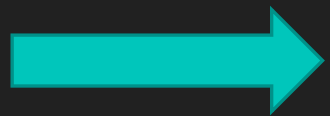
Team Web Site

Safety Mess

@	Title
@	May Monthl

Policies, Guidelines, and Associated Forms

You can also find the policy here along with several other safety policies.



Idaho Department of Lands Intranet Programs ▾ Activities ▾

Search

Quick Launch Menu

- Safety Program Home
- Documents
- Accident, Injury, and Near Miss Reporting Procedures and Forms
- Critical Incident Response Guide
- Emergency Response and Safety Plans
- Policies, Guidelines and Associated Forms**
- Safety Committee
- Safety Committee Archived
- Safety Coordinators
- Safety Resources

Policies, Guidelines and Associated Forms

New ▾ | Upload ▾ | Actions ▾

Type	Name
	Automated External Defibrillator (AED) Policy and Guide
	Commercial Driver's License (CDL) Policy
	Commercial Driver's License (CDL) Procedures and Guide 2019
	Critical Incident Response Policy and Guide
	First Aid Policy and Guide
	Help Button Guide
	High Visibility Safety Wear Guidelines_2022
	Reporting Work-Related Personal Injury Policy
	Safety Coordinator Guide



Today, we're going to focus on the information at this location.

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Safety Program Home, Documents, Accident, Injury, and Near Miss Reporting Procedures and Forms, Critical Incident Response Guide, Emergency Response and Safety Plans, Policies, Guidelines and Associated Forms, Safety Committee, Safety Committee Archived, Safety Coordinators, Safety Resources, Safety Tracking, Task Force Initiatives, Lists, Tasks, Calendar, Safety Messages/Bulletins, and Training. The main content area has a header with 'New', 'Upload', and 'Actions' dropdown menus. Below the header is a table with columns 'Type' and 'Title'. A teal arrow points from the text on the left to the 'Accident, Injury, and Near Miss Reporting Procedures and Forms' menu item. The table lists various documents, including 'First Report of Injury or Illness — Workers Compensation', 'Return to Work Medical Release Form', 'Supervisor's Accident Report', 'Injury Flow Chart', 'Guide - Injury Reporting and Workers Compensation', 'Injury Accident Near Miss Reporting Reminders', 'Injury_Accident Procedure Card_2022', 'Reporting Work Related Injury Policy', 'State Insurance Fund-Travel Expense Form', 'Supervisors Accident Report-FILLABLE', and 'Workers Comp or Vehicle Accident Information_Wallet Card'. There are also sections for 'Topic: Near Miss (1)' and 'Topic: Vehicle Accidents (2)'.

Type	Title
	ion (11)
	First Report of Injury or Illness — Workers Compensation
	Return to Work Medical Release Form
	Supervisor's Accident Report
	Injury Flow Chart
	Guide - Injury Reporting and Workers Compensation
	Injury Accident Near Miss Reporting Reminders
	Injury_Accident Procedure Card_2022
	Reporting Work Related Injury Policy
	State Insurance Fund-Travel Expense Form
	Supervisors Accident Report-FILLABLE
	Workers Comp or Vehicle Accident Information_Wallet Card
Topic: Near Miss (1)	
	Near Miss Reporting
Topic: Vehicle Accidents (2)	
	Auto Accident Report Guide
	What steps do I take after an accident?

- Launch Menu
- Program Home
- Events
- Accident, Injury, and Near Reporting Procedures Forms
- Incident Response
- Emergency Response and Plans
- Forms, Guidelines and Related Forms
- Committee
- Committee Archived
- Coordinators
- Resources
- Tracking
- Force Initiatives
- Calendar
- Messages/Bulletins

Accident, Injury, and Near Miss Reporting Procedures

New | Upload | Actions

Type	Title
Topic: Injuries and Workers Compensation (11)	
	First Report of Injury or Illness — Workers Compensation
	Return to Work Medical Release Form
	Supervisor's Accident Report
	Injury Flow Chart
	Guide - Injury Reporting and Workers Compensation
	Injury Accident Near Miss Reporting Reminders
	Injury_Accident Procedure Card_2022
	Reporting Work Related Injury Policy
	State Insurance Fund-Travel Expense Form
	Supervisors Accident Report-FILLABLE
	Workers Comp or Vehicle Accident Information_Wallet Card
Topic: Near Miss (1)	
	Near Miss Reporting
Topic: Vehicle Accidents (2)	
	Auto Accident Report Guide
	What steps do I take after an accident?

Here you will find what you need to report an incident.

- First Report of Injury or Illness (FROI)
- Policy: Reporting Work Related Injury
- Supervisors Accident Report
- Near Miss Reporting
- Vehicle Accidents

What to do if injured or in an accident?:

- Seek medical attention immediately
- Report accident/injury/incident to your supervisor.
- Supervisor completes Supervisors Accident Report and submit to the Safety Officer at safety@idl.idaho.gov
- Complete (or get assistance to complete) a First Report of Injury (FROI) and submit to the Safety Officer at safety@idl.idaho.gov
 - The FROI is a tool for the supervisor to document the notification and collect the appropriate information. This helps with accuracy and serves to protect IDL, the supervisor, and the employee's rights.
- If it's a vehicle accident, complete Auto Accident Report Guide and submit to Safety Officer and Dianne Lanuza, Financial Specialist.

An important bit of information


- **Time Frames**
- If medical treatment is received, IDL has 10 days to file the claim for workers' compensation.
- Claims are forwarded from the safety email on the first weekday after receiving them, dependent upon receiving correct and complete information from the supervisor.
- If medical attention is not received, an employee has 60 days after a potential injury to notify their supervisor. Waiting to report your injury is not recommended. You should report an injury when it happens. A delay in reporting could potentially impact the workers compensation decision from State Insurance Fund.
- There is a 1-year limit for the employee to receive medical attention and have IDL file a claim with workers' compensation.


Workers' Compensation


- Employee is paid for the remainder of the day they are injured – eight hours total.
- They must have a doctor's note stating restricted or limited duty status from the attending physician to start the following time/payment scenario.
 - First five days off are charged to JAT—Accident Sick Taken. If the employee does not have accumulated leave, they will be allowed to use leave without pay
 - Starting on the 6th day, workers' compensation pays wage loss benefits, through day 14. These days are not charged to the employee's accrued sick or other forms of leave time
 - Work with HR for possible FMLA eligibility
 - On the 15th day, if the employee is still unable to work, workers' compensation will go back and pay for days 1-5, and continue to pay for lost days going forward. At this time, days 1-5 of time coded to JAT will be restored to the employee


Other helpful tools

Topic : Injuries and Workers Compensation (11)


 [First Report of Injury or Illness — Workers Compensation](#)


 [Return to Work Medical Release Form](#)


 [Supervisor's Accident Report](#)

 [Injury Flow Chart](#)


 [Guide - Injury Reporting and Workers Compensation](#)


 [Injury Accident Near Miss Reporting Reminders](#)

 [Injury_Accident Procedure Card_2022](#)


 [Reporting Work Related Injury Policy](#)

 [State Insurance Fund-Travel Expense Form](#)


 [Supervisors Accident Report-FILLABLE](#)


 [Workers Comp or Vehicle Accident Information_Wallet Card](#)

Topic : Near Miss (1)

 [Near Miss Reporting](#)

Topic : Vehicle Accidents (2)

 [Auto Accident Report Guide](#)

 [What steps do I take after an accident?](#)

Injury, Accident Procedure Card – 2 Sided

IDL – Injury/Accident Reporting Procedure

1. Seek, or provide, emergency medical care if needed. Complete necessary paperwork as soon as reasonably possible.
2. Complete the Idaho Workers Compensation First Report of Injury or Illness (FROI) form. If that form is unavailable, a CA -1, Report of Traumatic Injury, or a CA-2, Notice of Occupational Disease, may be used on interagency incidents.
3. Only use Agency Provided Medical Care (APMC) for first aid treatment. First aid treatment does not include cuts requiring stitches, X-rays, burn treatment, etc.
4. For all work-related injuries or illness, notify your supervisor and/or home office as soon as possible. Your home office will assist you in completing the FROI form.
5. Route the completed FROI to the IDL Safety Officer at safety@idl.idaho.gov. The Safety Officer will ensure the completed FROI is submitted to State Insurance Fund.
6. Do not use Workers' Compensation to pay for non-work-related medical care (pre-existing conditions, dental, etc.) at the incident. These expenses are the employee's responsibility. Rev. 5/2022

Dispatch Numbers:

CDC - 208-772-3283

Grangeville - 208-983-6800

Payette - 208-634-2757

Boise - 208-384-3398

South Central - 208-732-7202

Eastern Idaho - 208-524-7600

USEFUL INFORMATION

IDL Safety Officer

208-446-5834

safety@idl.idaho.gov

Workers Comp or Vehicle Accident Information Wallet Card – 2 Sided

WORKERS COMPENSATION INFORMATION FOR PROVIDERS

EMPLOYER: Idaho Department of Lands

INSURER: SIF (State Insurance Fund)-Idaho Workers
Compensation

BILLING EMAIL ADDRESS FOR PROVIDERS:

ccuim@idahosif.org

PROVIDERS: Please provide a “work status report” to:

safety@idl.idaho.gov

IDAHO DEPARTMENT OF LANDS VEHICLE ACCIDENT INSURANCE INFORMATION

IDL Vehicle Insurance Provider:

Idaho State Department of Administration
Risk Management
PO Box 83720
Boise ID 83720-0079
Phone: 208-332-1824
Fax: 208-327-7320

What Steps Do I Take After An Accident? (Dianne will talk more about this)

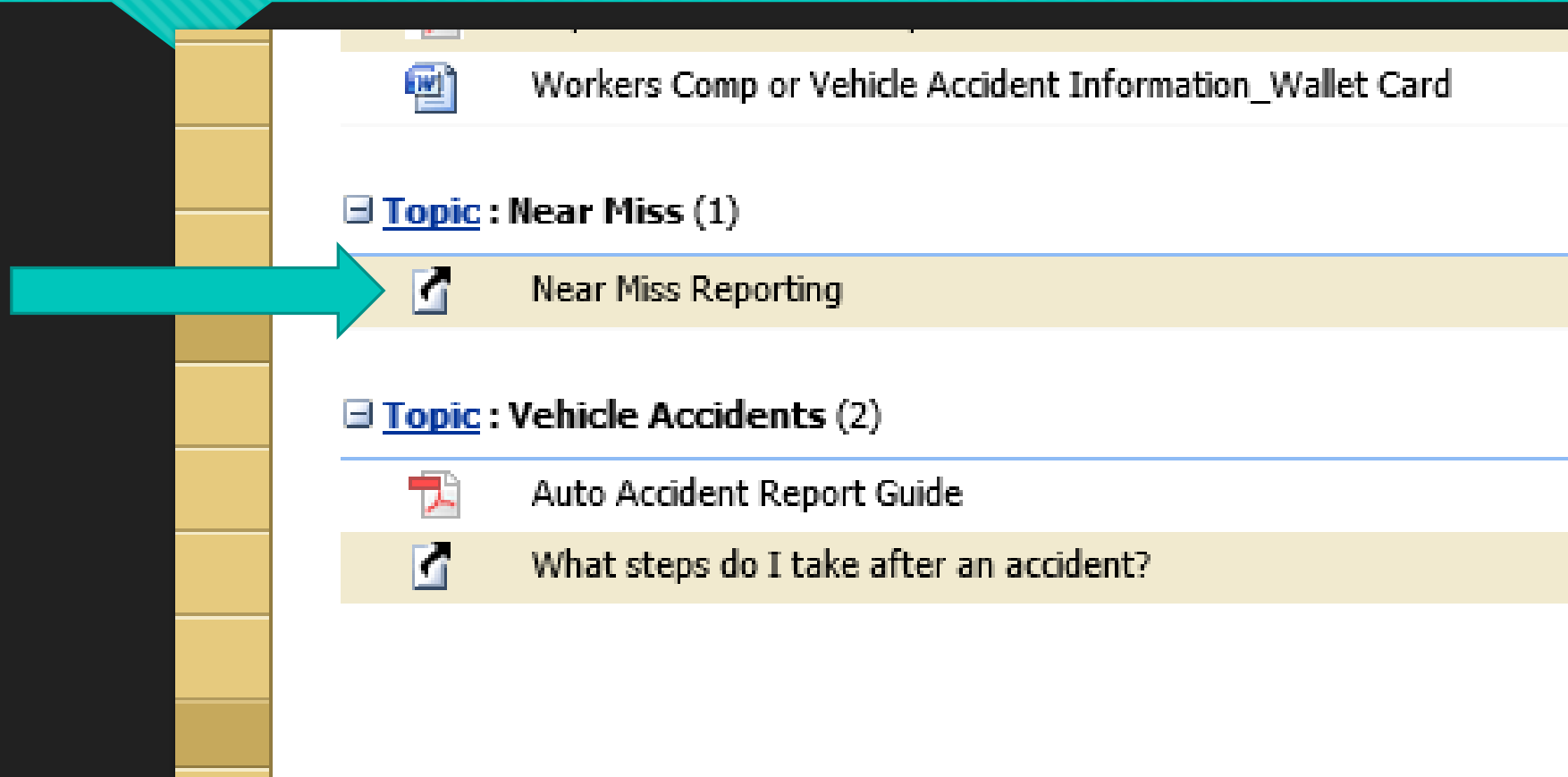
What Steps Do I Take After An Accident?

***** (Clerical side of things) *****



Step 1: Make sure you fill out the Field Accident Report available in all vehicles, if there is none in the vehicle you can find it on the intranet: Programs→Fiscal→Forms→Auto Accident Report Guide – Please try to fill this out as soon as possible after the accident so that the current of events stays fresh in your mind.

What to do if there is an incident with no injury or damage?



Near Miss Reporting

Near Miss Reporting

A near miss is an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred.

This form should be used for any near misses occurring during all work related activities while on IDL premises including land, vehicles, and during fire suppression activities.

Near miss incidents are those with no employee injuries. Refer to the Accident and Injury policy for any work related injury, including those that do not require medical treatment.

This information will be utilized to identify and mitigate trends and safety issues.

Vehicle Accidents

I am going to turn it over to Dianne to talk about Vehicle Accident Reporting.

We will answer any questions after that.

