

Risk Management

How to report injuries and accidents

Keith Richards
Risk Manager

Krysten Carlsen
HR Generalist



UNIONCOUNTY
north carolina

Employee Injury Reporting

County Connect

Departments > Human Resources > [Risk Management](#)

Following an employee injury, both reports should be completed as quickly as possible.

If the employee is not able to complete the Employee Injury Report someone should complete it on their behalf.

Forms

- [Blood Borne Pathogen Exposure Incident Form](#)
- [Blood Borne Pathogen Hep B Offer Form](#)
- [Blow Backs](#)
- [Drill Assessment Form](#)
- [Employee Injury Report](#)
- [General Liability Incident Report](#)
- [Property Loss Report](#)
- [Supervisor Injury Report](#)
- [Utility Line Cuts](#)
- [Vehicle Incident Report](#)
- [Vehicle Inspection Checklist](#)
- [Volunteer Accident Claim Form](#)
- [Volunteer Application](#)
- [Volunteer Assignment/Reassignment Report](#)
- [Witness Statement](#)
- [Workplace Violence Incident Report](#)

Policies and Procedures

- [Accident Breakdown Instructions](#)
- [Accident or Breakdown Instructions \(DHS\)](#)
- [Blood Borne Pathogen Exposure Control Plan](#)
- [Building Security and Access Policy](#)
- [Claim Reporting Procedures](#)
- [Emergency Response Plan-Government Center](#)
- [Hazardous Communication Policy](#)
- [OSHA Inspection Procedure](#)
- [Reporting Injuries and Accidents](#)
- [Safety Policy](#)
- [Vehicle Use Policy](#)
- [Volunteer Policy](#)
- [Workplace Violence Prevention Plan](#)



Employee Injury Report

(to be completed by employee unless circumstances dictate otherwise)

Employee Information

Employee Name (Last, First MI) *

Preferred Name

Employee ID # *

Last four digits of Social Security # *

Division *

Job Title *

Date of Injury *

Date of Birth *

Date of Hire

Time of Injury *

AM ▾

Time Reported for Work *

AM ▾

- Fastmed Urgent Care, 2242 W. Roosevelt Blvd, Monroe, NC 28110. Their phone # is 704.226.1964.
- For serious or life threatening injuries, the employee should report to the nearest hospital. Contact 911 for assistance and transport by EMS if required.
- Employee should contact the Risk Manager if prescriptions need to be filled.
- The administrator of workers' compensation claims is John Eastern. John Eastern's phone # is (1.877.326.5326).

Contact Keith Richards, Risk Manager, at 704.283.3663, or after hours at 704.491.7673 with any questions.

You will receive an email acknowledging your submission within two business days.

It is no longer necessary to mail the hard copies of the claims forms or attachments if they have been submitted electronically. Be sure to maintain copies of all claim submissions and attachments for your records.

Submit

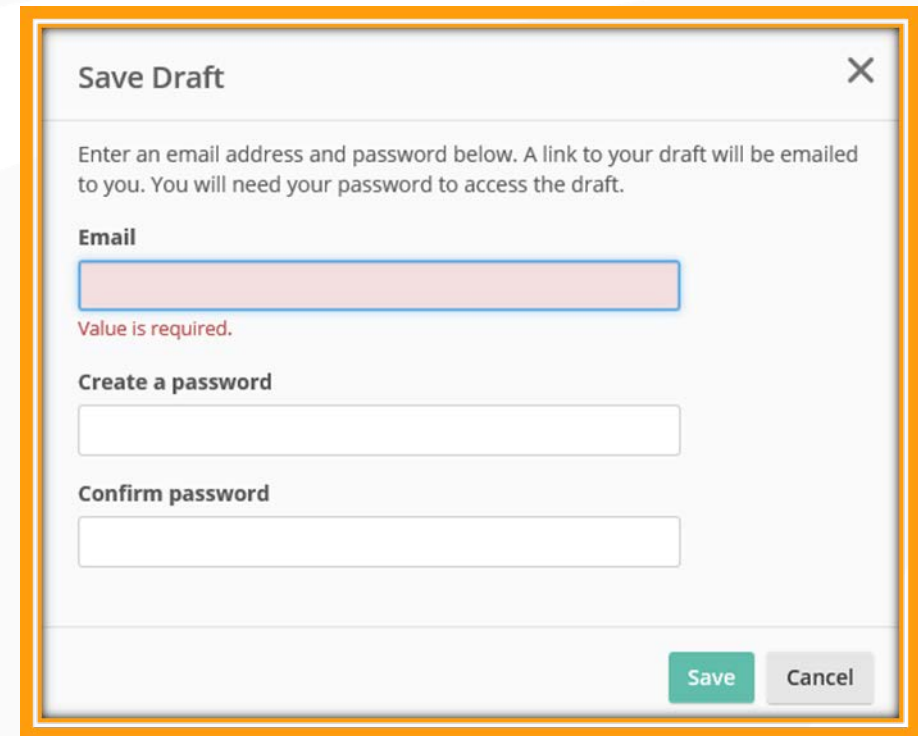
Save as Draft

If you are unable to complete the form after starting, scroll to the bottom and select “Save as Draft”.



UNIONCOUNTY
plant your future.

You will be prompted to enter an email address and create a password to access your draft at a later time.

A dialog box titled "Save Draft" with a close button (X) in the top right corner. The text inside reads: "Enter an email address and password below. A link to your draft will be emailed to you. You will need your password to access the draft." There are three input fields: "Email" (with a red border and a red message "Value is required." below it), "Create a password", and "Confirm password". At the bottom right are "Save" and "Cancel" buttons.

Save Draft

Enter an email address and password below. A link to your draft will be emailed to you. You will need your password to access the draft.

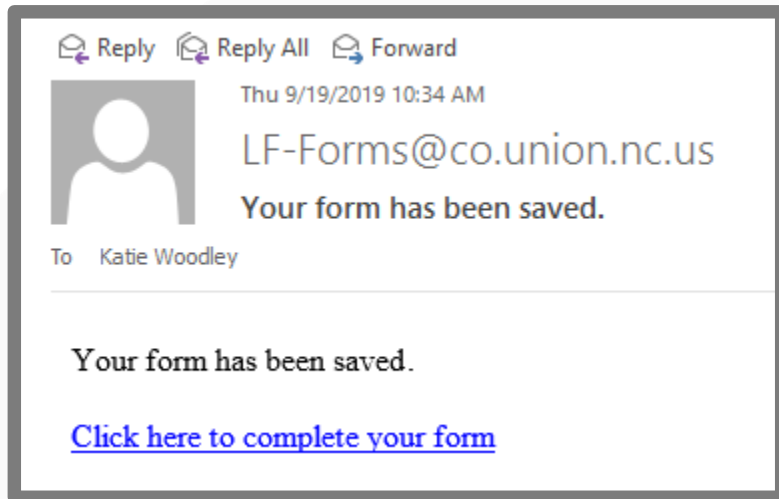
Email

Value is required.

Create a password

Confirm password

Save Cancel



Laserfiche will send you an email with the link to your partially completed form. You may access it as many times as you would like with the link provided in the email and the password you set up.

Approved Medical Providers

✓ Minor injuries during normal working hours

Dr. Nancy Bizzell – Carolina OccMed
3016-C Old Charlotte Hwy
Monroe, NC 28110
Monday – Friday (8:30am – 5:00pm)
704-282-2400

✓ Serious or Life threatening injuries **Go to the nearest hospital**

✓ Minor injuries after normal working hours

Atrium Urgent Care – Monroe

613 E. Roosevelt Blvd, Monroe, NC
7 days per week (8:00am – 8:00pm)
704-283-8193

Atrium Urgent Care – Indian Trail

6030 W. Hwy 74, Suite A, Indian Trail, NC
7 days per week (8:00am – 8:00pm)
704-246-2777

FastMed

2242 West Roosevelt Blvd. Monroe, NC
Monday – Friday (8:00am – 8:00pm)
Saturday – Sunday (8:00am – 4:00pm)
704-220-1904

Family Urgent Care

3007 Wesley Chapel Stouts Rd, Suite B, Indian Trail
Monday – Friday (8:00am – 8:00pm)
Saturday – Sunday (8:00am – 4:00pm)
704-412-3612

Employee Injury Reporting Reminders

- **OccMed is the County's preferred medical provider for minor injuries. Urgent Care and FastMed should only be used when OccMed is not open.**
- **Employee injury reports should be completed as soon as practical. Risk Management needs to get the claim reported so that appropriate medical care can be approved for the injured employee.**
- **Do not send the employee to OccMed simply because a report was completed. The employee only has to go to OccMed if the employee wants to be seen by an authorized medical provider.**
- **Risk Management will contact the employee to discuss the incident and medical treatment.**
- **Supervisors should periodically ask the employee how he/she is doing. Risk Management will update the Supervisor on work status after every medical appointment.**

Examples of When and When Not to use the Employee Injury Report

Examples of when the Employee Injury report form should be completed:

- Anytime the employee wants to be seen by a medical provider.
- Anytime the employee falls whether an injury is being claimed or not.
- Any incident involving a major body part – head, hip, neck, back, knee - even where no medical treatment is requested.
- Any “near miss” where a significant injury could have occurred but did not. For example, a file cabinet falls over but does not hit the employee.

Examples of when an incident does not need to be reported:

- Twisted ankle where no medical treatment is needed.
- Paper cuts
- Closed door on hand where no medical treatment is needed.

Vehicle Incident Reporting

County Connect

Departments > Human Resources > [Risk Management](#)

Vehicle Incident report should be filed as soon as possible after an incident.

If any information is missing, including report number or photos, email Keith with that information when received.

Forms

- [Blood Borne Pathogen Exposure Incident Form](#)
- [Blood Borne Pathogen Hep B Offer Form](#)
- [Blow Backs](#)
- [Drill Assessment Form](#)
- [Employee Injury Report](#)
- [General Liability Incident Report](#)
- [Property Loss Report](#)
- [Supervisor Injury Report](#)
- [Utility Line Cuts](#)
- [Vehicle Incident Report](#)
- [Vehicle Inspection Checklist](#)
- [Volunteer Accident Claim Form](#)
- [Volunteer Application](#)
- [Volunteer Assignment/Reassignment Report](#)
- [Witness Statement](#)
- [Workplace Violence Incident Report](#)

Policies and Procedures

- [Accident Breakdown Instructions](#)
- [Accident or Breakdown Instructions \(DHS\)](#)
- [Blood Borne Pathogen Exposure Control Plan](#)
- [Building Security and Access Policy](#)
- [Claim Reporting Procedures](#)
- [Emergency Response Plan-Government Center](#)
- [Hazardous Communication Policy](#)
- [OSHA Inspection Procedure](#)
- [Reporting Injuries and Accidents](#)
- [Safety Policy](#)
- [Vehicle Use Policy](#)
- [Volunteer Policy](#)
- [Workplace Violence Prevention Plan](#)

POST-ACCIDENT AND MECHANICAL BREAKDOWN PROCEDURES

(These procedure should be in the glovebox of all County vehicles)

GARAGE CONTACTS: 610 Patton Ave. Monroe, NC 704-283-3586 (8am-5pm)

After 5pm, call in order: Luke Hinson 704-242-0379

TOWING INFORMATION: DSK TOWING SERVICE 704-441-3579

OR

SILVERADO TOWING 704-283-6004

POST-ACCIDENT PROCEDURE:

- Call 911 if you are able and report the accident. (911 will dispatch police and ambulance)
- Do not move the vehicles if injuries are involved.
- Contact your Supervisor.
- Contact Risk Manager Keith Richards at Office: (704-283-3663) or Cell: (704-491-7673). Contact Keith for accidents both during normal working hours and after hours. Send a text message to Keith if you are not able to reach him by phone.
- Make no statements about fault.
- Check on injuries for all vehicles involved.
- Get contact information for all occupants in all vehicles plus any witnesses.
- Take photographs of the vehicles if possible. Both of entire vehicle and close-up.
- Once you have been released by the investigating officer, if you are in Union County and you are safely able to do so, drive to the Union County Garage.
- Only discuss the accident with the investigating officer, the County's insurance carrier, your Supervisor, or anyone else authorized by the Risk Manager. Refer all external inquiries to the attention of the Risk Manager.
- If car is not drivable and you are in Union County, contact towing service listed above. Have vehicle towed to Union County Garage at address listed above.
- If car is not drivable and you are out of Union County, ask police to have it towed to a safe location. Be sure to ask for address where vehicle will be towed.
- Complete the Vehicle Incident Report Form upon return to work.

CAR TROUBLE/BREAKDOWN:

- If a breakdown seems imminent, drive car to safe location and out of traffic.
- If vehicle seems okay to drive for a short time, return to your normal parking area within the County. Notify your Supervisor and the County Garage of the issue.
- If car can't be driven, you will need to have it towed. Contact a towing company listed above. Notify your Supervisor and contact the County Garage before towing.
- If you are in Union County, contact the towing company and arrange for vehicle to be towed to the Union County Garage.
- If you are out of Union County, contact the Garage at 704.283.3586 for instructions.
- If after 5 pm, contact the Union County Garage contact numbers in the order listed above.

FLAT TIRE/BLOW OUT:

- Drive the vehicle to a safe location out of the path of traffic.
- If able, change tire and put spare/donut tire on car (instructions in owner's manual in glove box).
- Check owner's manual and find instructions for the speed and distance that you can safely travel.
- If you are in Union County, drive the vehicle back to work if it is safe to do so.
- If you are out of Union County, if drive distance with spare tire being used is greater than 50 miles, you may purchase a new tire and have it installed. Use a procurement card (p-card) or request the tire company to invoice Union County.
- If you don't know how to proceed or need to be towed, contact the Garage at 704.283.3586.
- If after 5pm, call the Union County Garage contact numbers in the order listed above.

Vehicle Accident/Incident Reminders

- **Report any damage to the County vehicle. For example, automobile accidents, cracked windshields, and new damage to the body of the vehicle from possible hit & run**
- **State the facts of any accident. Avoid any subjective comments. For example, do not say the other driver was difficult to deal with after the accident when completing the report.**
- **The Garage is copied when the Vehicle report is completed. The Garage will reach out to the department about the damages to the vehicle and provide direction on repairs.**

General Liability Reporting

County Connect

Departments > Human Resources > [Risk Management](#)

Access the General Liability Incident Report through County Connect.

Forms

- [Blood Borne Pathogen Exposure Incident Form](#)
- [Blood Borne Pathogen Hep B Offer Form](#)
- [Blow Backs](#)
- [Drill Assessment Form](#)
- [Employee Injury Report](#)
- [General Liability Incident Report](#)
- [Property Loss Report](#)
- [Supervisor Injury Report](#)
- [Utility Line Cuts](#)
- [Vehicle Incident Report](#)
- [Vehicle Inspection Checklist](#)
- [Volunteer Accident Claim Form](#)
- [Volunteer Application](#)
- [Volunteer Assignment/Reassignment Report](#)
- [Witness Statement](#)
- [Workplace Violence Incident Report](#)

Policies and Procedures

- [Accident Breakdown Instructions](#)
- [Accident or Breakdown Instructions \(DHS\)](#)
- [Blood Borne Pathogen Exposure Control Plan](#)
- [Building Security and Access Policy](#)
- [Claim Reporting Procedures](#)
- [Emergency Response Plan-Government Center](#)
- [Hazardous Communication Policy](#)
- [OSHA Inspection Procedure](#)
- [Reporting Injuries and Accidents](#)
- [Safety Policy](#)
- [Vehicle Use Policy](#)
- [Volunteer Policy](#)
- [Workplace Violence Prevention Plan](#)

General Liability Incident Reminders

- Report any incident where a client, patron, guest, or visitor has fallen. Risk Management will typically record many of these as “record only” claims and may ask you to follow up with the client to see how they are doing.
- Provide detailed factual information on your report. Do not state opinions.
- If someone slips and falls, ask the following and document the responses on the report.
 - a. What caused you to fall?
 - b. What are your injuries?
- Take photos of the area where fall occurred. A photo showing nothing on the floor is as important as a photo with a substance on the floor. Use perspective when taking the photo. Take a photo from further back and then a close-up.
- Document names of any witnesses who were in the area when the fall occurred.
- Avoid hearsay reports. The person who made the observations and spoke with the individual involved is the best person to complete the General Liability Incident Report.

How to Save/Send a Report

Step 1

Most injuries are minor in nature. In these cases,

- When the accident occurs Monday-Friday between 8:00 am and 4:00 pm, the injured employee shall report to Carolina OccMed: 3016-C Old Charlotte Highway, Monroe, NC 28110. Their phone # is 704.282.2400.
- For after-hours incidents, or when Carolina OccMed is closed, the employee shall report to one of the following:
 - Atrium Urgent Care Monroe: 613 E Roosevelt Blvd, Monroe, NC 28112. Their # is 704.283.8193. Hours of operation are generally seven days per week from 8:00 am - 8:00 pm.
 - Atrium Urgent Care Indian Trail: 6030 W. Highway 74, Suite A, Indian Trail. Their # is 704.246.2777. Hours of operation are generally seven days per week from 8:00 am - 8:00 pm.
 - FastMed Urgent Care: 2242 W Roosevelt Blvd, Monroe, NC 28110. Their # is 704.220.1904. Hours of operation are generally Monday-Friday between 8:00 am-8:00 pm, and Saturday and Sunday between 8:00 am-4:00 pm.
- For serious or life threatening injuries, the employee should report to the nearest hospital. Contact 911 for assistance and transport by EMS if required.
- Employee should **contact Risk Manager if prescriptions need to be filled** for authorized pharmacy.
 - Preferred pharmacy is Walgreens located at 1993 Dickerson Blvd, Monroe.
- The administrator of workers' compensation claims is John Eastern. John Eastern's phone # is (1.877.326.5326).

Contact Keith Richards, Risk Manager, at 704.283.3663, or after hours at 704.491.7673 with any questions.

You will receive an email acknowledging your submission within two business days.

It is no longer necessary to mail the hard copies of the claims forms or attachments if they have been submitted electronically. Be sure to maintain copies of all claim submissions and attachments for your records.

Submit Save as Draft

- Hit the submit button after all the fields have been completed.

Step 2

Thank you!

Risk Management has received a copy of your report. You may email the report to someone other than Risk Management. For example, your Supervisor.

Download Print Email

UNION COUNTY **Employee Injury Report**
(to be completed by employee unless circumstances dictate otherwise)

Employee Information

Employee Name (Last, First MI) * Preferred Name
test

- The next screen will give you the option to Download, Print, or Email the report. You may choose to email it to yourself and then forward that email to others in the organization OR download the report so that you have a copy and then send that download as an attachment to others in the organization.

Step 3

FILE MESSAGE **INSERT** OPTIONS FORMAT TEXT REVIEW LASERFICHE ACROBAT

Attach File Outlook Item Business Card Include Calendar Signature Table Tables Pictures Online Pictures Shapes Illustrations SmartArt Chart Screenshot Hyperlink Bookmark Links Text Box Quick Parts


Send

To... Julie Broome;

Cc... Jennifer Davis;

Bcc...

Subject injury report

Attached  Employee Injury Report.pdf (1 MB)

Please see new injury report attached.

|

Keith A. Richards
Risk Manager

T 704.283.3663
F 704.292.2590
keith.richards@unioncountync.gov
www.unioncountync.gov

E-mail correspondence to and from this sender may be subject to the North Carolina Public Records law and may be disclosed to third parties. If you are not the intended recipient of this e-mail, please contact the sender immediately.

- Enter names of those receiving the report and add your attachment. Include any narrative you feel would be helpful.

Risk Management Tab

Employee Directory County Website UC Store Email Emergency

Search...

Employee Resources	1 Departments	I Want To...
Finance	Library	Sheriff's Office
Facilities Management	NC Cooperative Extension	Tax Administration
2 Human Resources	Parks and Recreation	Waste and Recycling
Human Services	Planning	Water
Information Technology	Procurement and Contract Management	
Legal	Public Communications	

NEOGOV


Organization Charts

Orientation

Pay and Job Related Information

Resources for Managers and Supervisors

+ Training


3  Risk Management


CONTACT

human resources


you get started Union County.

[Download/Print](#)

 Personnel Resolution

 Org Charts

FEBRUARY 2023 NEW HIRES



Departments » Human Resources »

Risk Management

Font Size:   [Share & Bookmark](#)  [Feedback](#)  [Print](#)

What is Risk Management?

OBJECTIVES

OVERVIEW

PROGRAM ELEMENTS

Risk Management Resources

- [Emergency and Security Procedures](#)
- [All-Hazards Preparedness Guide](#)
- [Safety Data Sheets](#)
- [Workers' Compensation](#)

Forms

- [Blood Borne Pathogen Exposure Incident Form](#)
- [Blood Borne Pathogen Hep B Offer Form](#)
- [Blow Backs](#)
- [Drill Assessment Form](#)
- [Employee Injury Report](#)
- [General Liability Incident Report](#)
- [Property Loss Report](#)
- [Supervisor Injury Report](#)
- [Utility Line Cuts](#)
- [Vehicle Incident Report](#)
- [Vehicle Inspection Checklist](#)
- [Volunteer Accident Claim Form](#)
- [Volunteer Application](#)

Policies and Procedures

- [Accident Breakdown Instructions](#)
- [Accident or Breakdown Instructions \(DHS\)](#)
- [Blood Borne Pathogen Exposure Control Plan](#)
- [Building Security and Access Policy](#)
- [Claim Reporting Procedures](#)
- [Emergency Response Plan-Government Center](#)
- [Hazardous Communication Policy](#)
- [OSHA Inspection Procedure](#)
- [Reporting Injuries and Accidents](#)
- [Safety Policy](#)
- [Vehicle Use Policy](#)
- [Volunteer Policy](#)

Risk Management Contact Information



- Keith Richards
Risk Manager
- Keith.Richards@unioncountync.gov
- (O) 704-283-3663
- (C) 704-491-7673



- Krysten Carlsen
HR Generalist
- Krysten.Carlsen@unioncountync.gov
- (O) 704-283-3818



UNIONCOUNTY
north carolina