What’s an Employee Accident/Exposure Incident Report?

This course describes how to chronicle employee accidents, injuries, blood exposures and chemical exposures.

An employee accident/exposure incident report is the form you should use to communicate such events to school administration. Your report will allow an administrator(s) to respond to the situation appropriately, and will facilitate your safe and prompt return to work.

This is also the location that you go to report a non-employee person who is injured on school property.

This is also the location that you use to submit a report for a student who was injured while on a jobsite and covered by Worker’s Compensation (i.e. Johnny is working at Lifecare for a school shadow program and falls and breaks his leg).
Seek Medical Attention

Your health is top priority. In a medical emergency, seek professional care before submitting an employee accident/exposure incident report. A medical emergency is defined as:

- Any situation where medical services are required to diagnose or treat a condition that — if not immediately tended to — could lead to a serious physical disability, mental disability or death; or
- Any situation where medical services are immediately needed to alleviate severe pain.

How you respond to medical emergencies may impact your health and recovery, as well as the safety of students and colleagues. If you’re unsure how to handle such situations, speak with your supervisor and obtain the appropriate training.

Any time you receive medical services related to an on-the-job incident, you must tell the healthcare provider that the injury is work-related.
How to Submit an Employee Accident/Exposure Incident Report

After you or your colleague have received appropriate medical attention, promptly submit an employee accident/exposure incident report. Completing the report will take less than 10 minutes.

To create a report, go to NCSD’s Website for Injury Reporting. You can find the link in Employee Online → Forms → Risk Management, click the “Health and Safety” or “My Safety Portal” link. You can also find the link in employee online under forms, then Risk Management, and Injury Reporting. Once you do so, you’ll either be directed to this page or the one on the next slide.

If you’re directed here, click the “Staff Accident Management” icon. (Alternately, you may click the “EmployeeSafe” button. Doing so will open a dropdown menu from which you may also choose “Staff Accident Management.”)
How to Submit an Employee Accident/Exposure Incident Report

When you arrive at this page, note the “Report Employee Accident” header. Under it, click “Submit Accident Report.”

Please also note this screen features links to “Read Reporting Procedures” (if your district has uploaded them), “Print Paper Accident Report Form,” “Show Key Forms & Information” and “View My Accident History & Reports,” should you ever need them.

Please note the small icons in the upper-left-hand corner of each page. By clicking these “breadcrumbs,” you may easily return to previous screens.
How to Submit an Employee Accident/Exposure Incident Report

When you arrive at this page, you’ll be asked to “Click here if you are the injured employee” or “Click here if you are NOT the injured employee.”
How to Submit an Employee Accident/Exposure Incident Report

If you indicate that you’re not the injured employee, you may locate her name in the dropdown menu. (In this example, we’ve selected “Jane Smith.”) Or, you may manually enter the information for a non-employee or student covered by Worker’s Compensation. Then, click “Next.”
How to Submit an Employee Accident/Exposure Incident Report

If you are not already logged into the EmployeeSafe system, you may be directed to this Account Login screen. Enter your User Name and Password, as directed; then, click “Login.”

If you are already logged in, or if your district doesn’t require you to login before reporting, you’ll bypass this screen and go directly to the employee accident report, depicted on the next slide.

If you’re logged in and filling out a report for an injured colleague — and she has a previous accident report already in the system — her demographic information will auto-populate the report you’re creating.
How to Submit an Employee Accident/Exposure Incident Report

As you fill out the form, be as detailed as possible. The seven “Steps” will guide you through the process:

• Injured Employee
• Date, Supervisor, Location
• Injury
• Blood Exposure
• First-aid
• Witness, Signoff
• Preview, Submit

After each step, click “Next” to move forward; click “Previous” to return to the step beforehand.

Located in the bottom, left-hand corner of this screen is the “Additional” header. Under it, you will find instructions, should you need them. You’ll also find information regarding confidentiality.
How to Submit an Employee Accident/Exposure Incident Report

The screens for Steps 1-6 look similar to one another. But this screen, Step 7, looks quite different. That’s because it gathers the information you entered earlier, and shows it all in one, cohesive document. Carefully scroll through the entire “Employee Accident/Exposure Incident Report” to confirm its accuracy.

If you find an error, click the “Previous” button, return to the appropriate screen, and correct the mistake.

Once you’ve confirmed the report’s data, fill in the “Enter your initials” field, and click “I Agree.” The document will immediately be emailed to the appropriate administrator(s).
How to Submit an Employee Accident/Exposure Incident Report

After you click “I Agree,” you’ll be directed to this “Next Steps” screen. Here, your report will be assigned a case number; jot it down. From this screen, you may:

- Click “Report Hazard,” if a safety hazard or an inappropriate work practice played a part in your accident. Only use this option if you will need assistance from Maintenance or Risk Management in correcting a problem.
- Click “Print AR” to print your accident report.
- Click “Email AR” to email your accident report.
- Do not email your accident report to Employee Relations, Risk Management, or your Supervisor, the system automatically sends these emails.

- If you are covered by Worker’s Compensation, you may also print out the Wyoming Worker’s Compensation form and submit it to the NCSD Employee Relations Specialist for coverage.
After You’ve Submitted an Employee Accident/Exposure Incident Report

After an administrator(s) receives your report, the accident will be investigated and witness statements collected. You may also be required to complete one or more post-incident training courses. Your employer’s goals are to:

- Avoid similar incidents in the future.
- Help you return to work safely and quickly.

If you’re ever required to fill out a witness statement or investigate someone else’s accident, you’ll be notified via email. For information about the process, speak with your supervisor. Also, take the “Incident Investigation” course available through your employer’s online training system.
Additional Requirements for Blood-Exposure Incidents

During an employee accident, you may be exposed to another person’s bodily fluids. If that occurs, seek appropriate medical care for yourself. If you use Urgent Care of Casper, it will be billed directly to the district or to Worker’s Compensation. If you use your own healthcare provider you will need to submit the bill to the NCSD Employee Relations Specialist for coverage under Worker’s Compensation or Secondary Insurance.

Also, be sure to give your healthcare provider the following:

- Your completed employee accident/exposure incident report
- Results of the source-individual’s blood testing, if available
- All applicable medical records, including records regarding vaccination status
- If you have had a blood or body fluid exposure, or are not sure, please contact the NCSD Employee Relations Specialist who can assist you in that determination.

Not all incidents involving other people’s body fluids result in an exposure. If you’re unsure how to recognize an exposure, ask your supervisor, and take the appropriate training.
Reimbursement

As an NCSD employee there are options for receiving reimbursement for medical bills for injuries that happen on the job.

Worker’s Compensation:

- Several job categories are covered under Worker’s Compensation. If you are unsure whether you are covered or not, please contact the NCSD Employee Relations Specialist or your administrator.

Secondary Insurance:

- Secondary insurance is available to those employees who are not covered under Wyoming Worker’s Compensation and provides coverage for those costs not covered by existing insurance policies. Please see Board Policy 4240 and Administrative Regulation 4240 for more information.

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When to contact NCSD Risk Management

All injuries, regardless or who or when, pose some type of liability risk. This includes whether it is a student, employee, visiting parent, non-NCSD delivery worker, or other. You should use your personal judgement for when incidents need to be reported to Risk Management. Here is a list for when you need to contact the NCSD Risk Manager to conduct a further investigation.

Contact Risk Management:

• If someone did not survive an incident on school property
• If there is property damage
• If there is an suspected or unknown release of a chemical, (i.e. asbestos)
• If you don’t believe full recovery is possible (i.e. loss of an appendage, brain damage, major broken bone)
• A person states they are going to sue or are getting a lawyer to represent themselves
• They are seeking compensation for injury
• When in doubt, report it to the NCSD Risk Manager

If you have any questions about filing a Worker’s Compensation Claim or
Secondary Insurance Claim, please contact:
Employee Relations Specialist
(307) 253 - 5310