

905. Injury Reporting
Effective: 07/08/1994; Revised: 8/17/2023

When any employee has been injured in the course of employment with the City of Tulsa, it is important the safety and wellbeing of the employee is addressed, and the injury is properly reported and investigated. Responsibility for this lies with employees, supervisors, and managers.

This policy will apply to all non-sworn employees within the City of Tulsa, excluding the Police and Fire Departments. Sworn employees will be subject to similar review through their department policies.

Definitions:

Atmosphere Problem: one or more toxic or flammable gases has exceeded the maximum allowed by OSHA or oxygen levels have gone above or below allowable limits set by OSHA.

Documentation: written or electronic verification that an event has transpired, including relevant details.

Employment: while “on the clock” or while engaged in activities related to their employment with the City of Tulsa.

First Aid: treatment of minor injuries such as: using a non-prescription medication at non-prescription strength; cleaning, flushing or soaking wounds on the surface of the skin; using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™; using hot or cold therapy; using elastic bandages, wraps, non-rigid back belts; drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister; using eye patches; removing foreign bodies from the eye using only irrigation or a cotton swab; Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means; using finger guards; using massages; Drinking fluids for relief of heat stress.

Hazard Mitigation: the reduction of severity or elimination of a hazard or potential hazard.

Illness: an abnormal condition or disorder to the body such as, but not limited to, a skin disease, respiratory disorder, or poisoning

Immediate: without delay or when safe to do so

Imminent Danger: serious physical harm or death is likely or certain to occur immediately or within a short amount of time.

Incident: an event or a series of related events that causes an injury.

Injury: an abnormal condition or disorder to the body such as, but not limited to, a cut, fracture, sprain, or amputation.

Injury Hotline: the designated phone number for reporting injuries.

Life or Limb Emergency: any medical condition that could result in loss of life, loss of a body appendage, disfigurement, or permanent loss or impairment of any normal body function.

Medical Treatment: treatment provided by a licensed medical professional for an injury or illness.

Near Miss: an event or events occurred in which an accident or injury was narrowly avoided.

Subject Matter Expert: a person who is an expert in a particular area or topic.

In the event of an injury, the following steps shall be taken.

.1 Safety Staff Notification

.11 Safety and Health Section staff shall be notified immediately by an exempt supervisor via telephone when either a fatal injury occurs or any injury serious enough to require an employee's admission to a hospital. Additionally, the Safety Staff shall immediately receive notice of any injury or near miss arising from an excavation collapse, confined space entry atmosphere problem or fall from a height of more than six (6) feet, or any situation which could place employees in imminent danger.

.12 Based on the initial phone contact information, the Safety and Health personnel will decide whether an additional jobsite or other investigation will be performed by Safety in addition to the departmental investigation. Safety staff may be reached through dispatch at 918-586-6999.

.2 Employee's Responsibility

.21 When any employee has been injured in the course of employment with the City regardless of the extent, the employee is to report the injury immediately to their exempt supervisor. If their exempt supervisor is not available, the employee is to report the injury to an available exempt supervisor or manager.

.22 Employees are encouraged to treat minor injuries which occur in the course of employment with First Aid when possible.

.23 For any injury which occurs in the course of employment, the employee is to report the injury to the Injury Hotline at 1-877-461-7671 or 918-596-9622 within twenty-four (24) hours of the time of injury.

- .24 If medical treatment beyond First Aid is needed the employee shall be taken to City Medical. If City Medical is not available, the employee shall be taken to the nearest hospital-affiliated urgent care or emergency department. If a life or limb emergency occurs, EMS shall be notified to allow the employee urgent transportation to the nearest emergency department.
- .25 If the supervisor believes the employee is in need of medical treatment, the employee is required to participate in the process of being evaluated by a health care provider. Participation in the evaluation process does not limit an employee's right to refuse medical treatment. If an employee refuses medical treatment, a treatment declination form provided by the healthcare provider shall be signed by the employee. The employee shall provide a copy of the declination form to the employee's supervisor.
- .26 Employees shall coordinate with their exempt supervisor or designee to arrange medical treatment from City Medical, or have their exempt supervisor or designee make arrangements as described in 905.34.
- .27 When an injury or incident occurs which requires medical treatment beyond First Aid, employees will be required to take part in the injury investigation process to discuss the reasons for the injury and how it could be avoided in the future.
- .28 Refusal to participate should be addressed through the disciplinary process.

.3 Supervisor's Responsibility

- .31 The supervisor shall not refuse the employee's right to seek medical treatment.
- .32 If the employee initially declines medical treatment for their injury, but the supervisor determines through observation that the employee is in need of medical treatment, the supervisor shall ensure the employee is evaluated by a healthcare provider. If the employee refuses medical treatment from a healthcare provider, the supervisor must obtain a copy of the medical treatment declination form from the employee.
- .33 If an employee refuses medical treatment, the employee must be cleared by City Medical before returning to work.
- .34 If medical treatment is necessary, the supervisor shall transport or arrange for the employee to be transported to City Medical. If City Medical is not available, the employee shall be taken to the nearest hospital-affiliated urgent care or emergency department. If a life or limb

emergency occurs, EMS shall be notified to allow the employee urgent transportation to the nearest emergency department.

- .35 The supervisor or manager should meet the employee at the medical treatment facility to ensure the employee receives care.
- .36 The supervisor shall report the injury to the Injury Hotline on behalf of the employee when the employee is unable to call the Injury Hotline within 24 hours of the time of the injury.
- .37 It is imperative the Safety and Health Section of the Human Resources Department be notified by the supervisor immediately as directed within 905.1. This will ensure a complete investigation is performed and OSHA/PEOSH reporting procedures are followed.
- .38 When an injury occurs the supervisor shall ensure the injury hotline is called and an initial injury investigation is conducted using the 905A Initial Injury Form. If the employee's supervisor is not available, another supervisor or manager should conduct the initial investigation. The initial investigation should include an injury meeting with the employee and a site visit of where the injury occurred. The 905A Form should be completed and submitted to the employee's Division/Section Manager within twenty-four (24) hours of the reported injury. Should the employee be taken off work, every effort should be made to meet with the employee within 24 hours upon their return to work.
- .39 In situations involving OSHA recordable injuries, the Injury Investigation Team will meet to complete the injury investigation process using the 905B Injury Investigation Report Form and implement hazard mitigations within 72 hours upon the employee returning to work. The Injury Investigation Team should consist of the Department Head, Division/Section Manager, the employee's exempt Supervisor and the injured employee. If needed, a representative from the Safety and Health Section and any subject matter expert deemed necessary, can join the Injury Investigation Team.
- .310 The 905B Form shall be signed by all individuals who participate in the investigation and electronically completed and submitted. The Department shall retain a copy of the form and also provide a copy to the employee. The 905B form information should be given to the Division/Section Safety Committee for review/auditing and a communication to all employee about the hazard and hazard mitigations taken.
- .311 A Job Hazard Analysis (JHA) for the task involved in the injury shall be reviewed during the injury investigation process. If no JHA exists for the task involved in the injury, in most cases, one will be created and

submitted for review to the Safety section of Human Resources. The Division/Section shall maintain a copy of the JHA.

.4 Manager's Responsibility

- .41 Managers should ensure an injury investigation is completed and hazard mitigation efforts are documented, tracked, and completed.
- .42 Managers should participate with the Injury Investigation Team. A Manager may fill in for a supervisor or Department Head on the Injury Investigation Team but should not substitute for both simultaneously.
- .43 Managers should sign the 905B Injury Investigation Report Form indicating their participation in the investigation.

.5 Department Head's Responsibility

- .51 Department Heads shall understand and endorse the Injury Investigation Process. Department Heads shall ensure all employees are trained and made aware of the normal injury reporting procedures, including after-hours procedures.
- .52 Department Heads shall participate in completing the Injury Investigation process established in this policy. If a Department Head is not able to attend or participate due to absence, a designated manager should participate on their behalf. Department Heads will sign the form noting their attendance and participation in this investigation.
- .53 Department Heads shall ensure electronic records of reported injuries are retained for trending and auditing purposes.
- .54 Department Heads shall provide support and positive leadership to enforce the safety mission of the City.