

# INCIDENT REPORTING GUIDELINES (Exhibit F-1)

(Updated December 17, 2014)

ROUTE IN THE FOLLOWING ORDER:

SUPERVISOR  
DEPARTMENT HEAD  
ADMINISTRATIVE ASSISTANT  
HUMAN RESOURCES OFFICE

REFERENCE:

COC SAFETY POLICY MANUAL & PERSONNEL OPERATIONS GUIDE

## I. EXPOSURE:

- INCIDENT REPORT (exhibit F)
- SUPERVISORS REPORT (exhibit H)
- EXPOSURE FORM (exhibit J-1)
- WORKERS COMP 101 LONG FORM (exhibit J)

## II. INJURY WITH NO PHYSICIAN TREATMENT (NOT INCLUDING EXPOSURE):

- INCIDENT REPORT (exhibit F)
- SUPERVISORS REPORT (exhibit H)
- WORKERS COMP 101 LONG FORM (exhibit J)

## III. INJURY WITH PHYSICIAN TREATMENT AND/OR TIME LOST (NOT INCLUDING VEHICLE ACCIDENT):

- INCIDENT REPORT (exhibit F)
- COC EMPLOYEE ACCIDENT REPORT (exhibit G)
- SUPERVISORS REPORT (exhibit H)
- WORKERS COMP 101 LONG FORM (exhibit J)
- HEALTH E-SYSTEMS PRESCRIPTION FORM (exhibit J-3)
- CITY WORKERS COMP FACILITY IS NEXTCARE  
(634-8173 AT 450 S. Willard St. Suite #120)

## IV. EQUIPMENT LOSS (NOT VEHICLE ACCIDENT RELATED):

- INCIDENT REPORT (exhibit F)

## V. VEHICLE ACCIDENT WITH NO INJURY:

- INCIDENT REPORT (exhibit F)
- EMPLOYEE VEHICLE ACCIDENT REPORT (exhibit G)
- NOTICE OF CLAIM (exhibit G-1) (Revised 2/6/08) *Provide to other driver.*
- POLICE REPORT (obtain from PD)

## VI. VEHICLE ACCIDENT WITH INJURY:

- INCIDENT REPORT (exhibit F)
- EMPLOYEE VEHICLE ACCIDENT REPORT (exhibit G)
- NOTICE OF CLAIM (exhibit G-1) (Revised 2/6/08) *Provide to other driver.*
- SUPERVISORS REPORT (exhibit H)
- NOTICE OF WC INSURANCE (exhibit I)
- WORKERS COMP 101 LONG FORM (exhibit J)
- POLICE REPORT (obtain from PD) CITY WORKERS COMP FACILITY IS NEXTCARE (634-8173 AT 450 S. Willard St. Suite #120)