

SAFETY POLICY - REPORTING OF ACCIDENTS AND UNSAFE CONDITIONS

EMPLOYEE REPORTING. It shall be the responsibility of each employee to report any accident, incident, or unsafe condition immediately to his/her supervisor as outlined in the TSBA Safety Manual, Section AE.

The report shall be filled out by the employee and may include suggestions for corrective action. The report shall be given to the employee's supervisor who shall take corrective action as necessary if the action is within the scope of his/her authority or forward the report to the safety coordinator for corrective action.

SUPERVISOR REPORTING. The injured employee's supervisor shall complete in its entirety the required state form (C-20) within seven days of the accident. The supervisor shall also provide additional employee information to the Board approved workers' comp agency to facilitate prompt handling of workers' compensation claims. This information shall include the employee's home and work telephone numbers.