

Chapter:	Human Resource Management		
Title:	Accident/Injury Work/Site Related		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: HR Spec. and DO/SO	Adopted Date: 08.2020 Review Date: 06.2024	Related Policies: Emergency Preparedness Infection Control and Universal Precautions Personnel Records and References Unusual and Critical Incidents

Purpose:

Hopeful Horizons (HH) has adopted this policy and its related procedure, in accordance with state and federal law, to establish reporting requirements and protections for staff in the in the event of a site/work related injury or illness.

Scope:

This policy applies to:

- All HH Staff Selected HH Staff, as specified:
- HH Board Members HH Volunteers
- Other: Clients, Students and Interns, Visitors and Contractors

Policy:

All accidents or incidents resulting in injury or illness, regardless of severity, occurring during employment or while on HH operated properties shall be reported and investigated. The Director of Operations (DO) in conjunction with Human Resources (HR) and HHs' Human Resource Business Partner (HRBP) shall adopt and implement written procedures to assure appropriate practices for required reporting and to ensure effective coordination of medical intervention and insurance coverage with and the organization's worker's compensation and liability insurance carrier(s).

- A. Reporting Responsibility: Employees are responsible for:
 - a. Following safe work practices and related policies and procedures
 - b. Reporting any conditions that they consider unsafe to their supervisor, HR, or the DO
 - c. Promptly reporting occupational accidents and incidents to their supervisor and/or HR verbally and in accordance with HHs' Universal Incident Reporting Procedure. Failure to report an occupational accident may result in the denial of benefits under Workers' Compensation laws
The Director of Operations is responsible for:
 - d. Maintaining reporting requirements specified by the South Carolina Worker's Compensation Commission
 - e. Complying with OSHA required reporting for any incident involving a workplace accident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye (HH is not required to keep OSHA injury and illness records due to the organization's classification under North American Industry Classification System and its related exemptions)
 - f. Determining the need and making necessary reports of accidents resulting in injury for non-employed persons to the organization's liability carrier

- B. Medical Evaluation and/or Care: HHs' Emergency Incident Response procedures shall be followed in the event of a serious and/or life threatening injury/illness. HH reserves the right to require medical evaluation including a second opinion for a work related accident/injury.

If medical treatment is needed, employees shall be paid for the entire day that the injury or illness occurred. If subsequent medical visits are necessary, employees should attempt to schedule those during non-work hours if possible.

- C. Worker's Compensation Insurance: In accordance with federal and state laws, HH maintains Workers' Compensation Insurance to address occupational accidents resulting in injury or illness. HHs' coverage shall provide for payment of employee medical expenses and for partial salary continuation to the extent required. The benefit amount, the duration of benefits, and the duration of leave time depend on the nature of the employees injury, illness and/or disability and may be subject to follow-up medical evaluation at HHs' expense.

Neither HH nor its insurance carrier shall be liable for the payment of workers' compensation benefits for injuries resulting from non-occupational accidents including those that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity offered by Hopeful Horizons.

Communication and Training:

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Staff responsible for administering the reporting process shall receive initial training on this policy and related procedures during initial orientation.

Definitions:

1. **Accidents:** Events that cause injury or illness to a person. Even "minor" injuries such as cuts or sprains are considered accidents. If in doubt, treat a situation as if it were an accident.
2. **Human Resource Business Partner (HRBP):** A human resource business partner is an HR professional who uses their experience to help companies and their leadership teams create or evolve their HR departments. HHs uses a Professional Employer Organization (PEO) as our HRBP.
3. **Occupational Accidents:** Accidents that occur to an employee while conducting work related activities for the organization.
4. **Non-occupational accidents:** Accidents that occur to students, volunteers, or visitors while they are on organization property, attending or participating in an organization sponsored activity. This includes an employee in a non-work status who becomes injured or ill while attending or participating in an organization sponsored activity. The employee is injured or becomes ill while conducting non-work related activities while in an official work status.

Other Related Materials:

Emergency Incident Response Procedure and Site Specific Plans

Reporting Work/Sitte Related Accidents, Injuries and Illnesses Procedure
Universal Incident Reporting Procedure
Unusual and Critical Incident Form

References/Legal Authority:

[Worker's Compensation Commission, South Carolina Code 42.1.110, 2024.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
06.2024	This policy is updated to the new template and adds communication and training, definitions, other related material and references as applicable.	J. Brown, DO/SO and R. Lucovich, HR Spec.