



Executive Department
Jon P. Jennings, City Manager

City of Portland
Mandatory Reporting Requirements for Employee On-the-Job Death
or Serious Injury
Standard Operating Procedure

Purpose:

The purpose of this SOP is to set a policy for required reporting in cases of serious work-related employee injuries or death to the Maine State Department of Labor.

This SOP should be shared with managers and supervisors who may become aware of serious injuries or death to employees within a department. It should be kept as a reminder and reference of requirements for serious work-related injury reporting. Failure to comply may result in penalties to the City of Portland.

The Maine Department of Labor, Bureau of Labor Standards, has the jurisdiction (MRSA Title 26, Chapter 1, §2, Reports of Death and Injuries) and responsibility to investigate work-related injuries and fatalities involving City of Portland employees.

If there is a fatality or a serious physical injury, first seek medical care for that employee. Any injury in which a City of Portland employee(s) has/have to be admitted to a medical facility overnight, an amputation (including chipped or broken tooth(teeth), or bone fractures, the Bureau of Labor Statistics shall be notified by the Safety Division within 24 hours of the occurrence. This includes all fractures and/or amputations. Fatalities shall be reported within eight (8) hours. This time limit also applies to any time of any day, including weekends, but not for Emergency Room visits that do not result in a hospital admission.

Definition:

Serious physical injuries defined. "Serious physical injuries," as used in this section, means an incident that results in hospitalization overnight, an amputation, loss or fracture of any body part or that necessitates immediate hospitalization. This includes natural teeth.

Procedures:

If a serious work-related injury occurs within the above guidelines, the Workers' Compensation & Safety Program Manager should be notified **immediately** after the occurrence by telephone. Call in order: (207) 317-1645 (cell phone), (207) 874-8622 (Office) or (207) 767-4841 (Home phone).

If not reached, call the Safety and Training Officer at (207) 653-2261 (Cell phone), (207) 756-8262 (Office) or (207) 321-1079 (Home phone) or the Safety & Training Administrator at (207) 415-9863 or (207) 874-8453.

If none of the above can be reached, leave a voice mail. The voice mail should give the name of the employee, the date and time of the occurrence, a brief account of the incident, what hospital the employee was transported to and a description of the injuries. Contact information of the immediate supervisor should also be given. The Department Head should also be notified.

Upon receiving the information, the safety office will transmit the information to The Maine Department of Labor, Bureau of Labor Standards.

This applies at any time or day or night. Some employees are subjected to serious injury at any time. The law does not make allowances for weekends or at night. Departments with Principal Administrative Officers (PAO) should disseminate this information to managers and supervisors prior to the need.

These requirements are in addition to filing a First Report of Injury (FROI).

Reference:

MRSA, Title 26, Chapter 1 §2 Reports of Death and Injuries.

Questions relating to this guideline should be addressed to Chuck Kamilewicz, Workers' Compensation & Safety Program Manager, at (207) 874-8622.

SIGNED BY JON P. JENNINGS

FEBRUARY 1, 2016

Date _____

Jon P. Jennings, City Manager