Serious Injury/Illness Reporting
BCA Accident Reporting Flowchart Attachment CH11.A

Accident reporting has been a BCA policy (and Cal-OSHA) for as long as the city of Los Angeles Public Works has been in existence.

Cal-OSHA

§342. Reporting Work-Connected Fatalities and Serious Injuries.

(a) Every employer shall report immediately by telephone or telegraph to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment.

City of Los Angeles Personnel Dept Policy

9.5 Vehicle Accidents
Any employee involved in a vehicle traffic accident involving City or privately owned mileage vehicles operated on City business shall report the accident immediately to his/her supervisor and the Police Department for investigation.

Report your injury to your employer
Tell your supervisor right away no matter how slight the injury may be. Don’t delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

YES...THIS MEANS IF YOU HAVE AN ACCIDENT; ANY ACCIDENT...REPORT IT RIGHT AWAY

WHAT IS A WORK-RELATED INJURY?
Briefly, a work-related injury is one that Arises Out of Employment or in the Course Of Employment. Sometimes, you'll hear a work-related injury called AOE/COE because of this definition.

The California Labor Code says that "injury" includes these occurrences:
1. Injury to the body.
2. Injury to artificial body parts, such as a prosthetic limb.
3. Injury to dentures.
4. Damage to eyeglasses if the damage occurs during an injury that causes disability.
5. Damage to hearing aids if the damage occurs during an injury that causes disability.
6. Industrial or occupational diseases, like asbestosis or carpal tunnel syndrome.
7. Work-related aggravation of a pre-existing illness, injury or condition.
8. Psychiatric or psychological injury.
9. A medical reaction or side effect caused by health care provided by an employer to a health care or public safety employee.
10. Work-related deaths

WHAT'S NOT A WORK-RELATED INJURY?
1. Injuries that occur away from work and aren't related to work, like a fall on the ski slope or a back strain caused by moving furniture at home.
2. Injuries that occur while you're driving/biking/walking/commuting to and from work. There are some exceptions to this rule, but employees aren't generally covered by workers' compensation until they're on the employer's premises.
3. Injuries caused by employees engaged in horseplay or skylarking; however, if another employee is injured by the horseplay or skylarking of others, that employee may be covered for workers' compensation.
4. Injuries incurred in a fight or physical altercation. There are, again, exceptions, as there are to many of these categories. The employee who starts the fight ("throws the first punch") will virtually never be covered. An employee who is hurt in a fight started by another will usually be covered, unless s/he provoked the fight.
5. Injuries caused at work that aren't related to the workplace. If an employee has an ongoing personal dispute with someone that spills over into the workplace, and the employee is injured as a result, the injury isn't covered because the dispute didn't have anything to do with work and only happened at work incidentally.
6. Injuries incurred during lunch or break periods. There are exceptions to this rule, especially for employees on call at these breaks or eating on the employer's premises.
7. Injuries incurred while under the influence of alcohol or drugs.
BCA Accident Reporting Flowchart identifies four types of accidents that must be reported.

1. BCA Employee Injured on Duty – Non vehicle
2. BCA Employee Mileage vehicle – Non Injury
3. BCA Employee Mileage vehicle – With Injury
4. Project Accident Form M-29

Each supervisor shall have full knowledge of the requirements for each type of accident.

NOTE FOR ALL FORMS:
1. MUST BE SIGNED BY SUPERVISOR (Often times the forms are submitted w/o a Supervisors signature; Supervisor can be any of the following. This is important so that the accident report can be reviewed for clarity and information.
   - PRINCIPAL
   - CHIEF
   - ACTING SUPERVISOR
2. ORIGINAL COPY: BCA TIMEKEEPER
3. COPY: SAFETY COMMITTEE
4. COPY: EMPLOYEE
**WHAT IS BCA POLICY (NON-SERIOUS INJURY/ILLNESS)**

In the event of a BCA employee being injured in a work-related accident the injured employee and their supervisor are required to follow these instructions;

**EMPLOYEE**

1. Get Medical Care.
   - If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department.

   - Report the injury as soon as practically possible to your supervisor or to an employer representative.
   - If the accident was caused by some event or obstruction try to take pictures of the scene so that important evidence is not lost.
   - Complete all the correct forms per the flowchart

**COWORKER\(^1\) or SUPERVISOR**

1. Assist the injured employee to the best of your ability.
   - If possible accompany the employee to the nearest Medical Provider Network facility or emergency room.

2. Gather as much information as soon as possible.
   - Interview the injured worker (See Cal-OSHA §342.9(c)
   - Interview any workers or witnesses
   - Take pictures of the accident site and any other pertinent areas

3. Cordon off the accident scene.
4. Contact the Bureau Safety Coordinator (213) 798-5153.
5. Contact the Division Chief (or Main Ofc) and give them the details.

**SERIOUS INJURY/ILLNESS**

**EMPLOYEE**

1. Get Medical Care.
   - If you need emergency care, call 911 for help immediately from the hospital, ambulance, fire department or police department.

2. Report Your Injury
   - Either *Injured employee or co-worker* should call the supervisor ASAP
   - Report a serious injury or death

3. Collect information (*Injured employee or co-worker*)
   - Injury type and seriousness
   - Location of accident
   - What happened, how and why
   - Take pictures
   - Where the injured worker was transported

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\(^1\) Co-Worker can be either another BCA employee, contractor personnel or other city worker
SPECIAL NOTES FOR SUPERVISOR:

1. No Immediate Hospitalization (but has been transported from/or left the jobsite)
   - Sometimes a work-related injury does not initially appear to be “Serious”. The injured employee may not be admitted and is under observation.
   - Sometimes the employee does not have immediate need for medical services because the injury does not fully manifest until later.
     i. The Supervisor shall monitor the health of the employee throughout the next 24 hours.
     ii. If the employee’s condition changes and is **ADMITTED** to a hospital the Supervisor shall contact the Bureau Safety Coordinator.
     iii. The Safety Coordinator will make a Report to Cal-OSHA (if unavailable the Supervisor shall contact Cal-OSHA)

2. Follow all the standard Accident Reporting as set forth in the BCA IIPP (Ed. 2015)

DIVISION CHIEF

1. When a work-related injury occurs, the Supervisor (or other) shall contact their Division Chief and give as much information as they have available.

2. The Chief shall comply with BPW Personnel Policy #16 **“NOTIFICATION OF WORK-RELATED DEATH OR OTHER SERIOUS INCIDENTS”**.

3. This notification shall be made within 6 hours of the work-related “serious injury or illness”.

Attached

1. BCA Accident Reporting Flowchart
2. Personnel Policy #16

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2 See attached policy