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Next Review Date: April 2022
Last Reviewed: April 2019
Review Responsibility: Safety Committee

FCCS PROCEDURE

NO.: 3L.1

SUBJECT: EMPLOYEE INCIDENT REPORTING

Approved by: Executive Council

Effective Date: 2005

Date(s) of Revision: 12/20/79; 9/26/80; 6/30/81; 9/10/92; 6/9/93; 10/1/98; 1/1/01; 8/2004; Mar 21, 2011; Jun 17, 2013; Apr 28, 2015; Apr 2, 2019

Responsible for Implementation: All Staff

Employee Incident Reporting

All FCCS employees should use this Employee Incident reporting for all incidents not involving children. Use this form for the following kinds of incidents, which require reporting:

- 1) Lost or stolen equipment, keys or ID badges
- 2) Lost or stolen property
- 3) Safety hazards
- 4) Traffic accidents
- 5) Threats
- 6) Injury/medical emergencies to an employee or other adult

Please see the form for specifics of each incident requiring reporting.

- 1) **Internal reporting by FCCS employees** for incidents not involving children:
 - a) Click the link at the bottom or follow these steps to get to the form.
 - b) Employees go to the FCCSNet
 - c) Employees select Services Locator from the menu bar
 - d) Use the Search Box and type in EIR
 - e) Employees select EIR
 - f) Employees select and follow the Employee Incident Reporting link

g) Employees follow the prompts and enter the EIR report

Refer to the Employee Incident Reporting page on SharePoint.

All incidents are now reported through the SharePoint product using electronic web forms. Please see the Services Locator on the FCCSNet for additional details.

Distribution:

Employee Incident reporting distribution depends on the severity and nature of the incident. Please reference the distribution document located on the FCCSNet under Services Locator/Employee Incident Report/Self Help/Routing and Notification for details.

See related policies:

4J. Critical Incident Management and Secondary Traumatic Stress

Board Policy manual section IV(C)

3L Child Incident Reporting