**SECTION: SAFETY AND HEALTH**

**POLICY:** First Report of Injury **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

This policy establishes guidelines for reporting workplace injuries in compliance with Texas law. The goal is to ensure that all workplace injuries are reported promptly and accurately, allowing for appropriate medical attention and a thorough investigation. This policy aims to promote a safe working environment and to comply with the Texas Workers' Compensation Act.

**APPLICATON:**

This policy applies to all employees. It covers all incidents resulting in injury or illness arising out of and in the course and scope of employment.

**DEFINITIONS:**

1. Injury: Any physical harm or damage to a person resulting from an accident, fall, or exposure to harmful conditions while performing job duties. This includes both visible injuries and occupational illnesses.
2. First Report of Injury (FROI): The initial report submitted to document an employee's work-related injury or illness, which includes details about the incident, the injured party, and the nature of the injury.
3. Texas Workers' Compensation Act: The state law that governs the compensation for employees injured in the course of their employment, which includes requirements for reporting workplace injuries.

**PROCEDURES:**

1. Immediate Reporting: Employees must report any workplace injury or illness to their immediate supervisors or human resources as soon as possible, but no later than 30 days from the date of the incident, in compliance with Texas law.
2. First Report of Injury Submission: The supervisor or human resources will complete the First Report of Injury form within 24 hours of notification. This form will include details such as the date and time of the incident, a description of the injury, and the circumstances surrounding the event. If needed, additional information can be provided/attached to provide information regarding the circumstances surrounding the incident and witnesses if necessary.
3. Medical Attention: Employees requiring medical attention should seek care from an authorized healthcare provider. In non-emergency situations, employees must follow the city’s designated medical provider network.
4. Investigation: The city will conduct a thorough investigation of the incident to determine the cause and any necessary corrective actions to prevent future occurrences. Employees may be asked to provide additional information during this process.
5. Documentation: All reports and documentation related to the injury will be kept on file in accordance with Texas Workers' Compensation regulations and city policy. Confidentiality will be maintained to protect the privacy of the injured employee.
6. Follow-Up: Employees will be informed of the outcome of the investigation and any actions taken to address the circumstances of the injury. Follow-up may include discussions regarding return-to-work procedures or modifications.
7. Training and Awareness: The city will provide training for employees on the importance of reporting injuries and the procedures outlined in this policy to ensure compliance and promote workplace safety.