

 <b>Office of Mental Health</b>	Date issued 08/25/23	Supersedes 04/01/07	Page 1 of 1	Section # A-3016
	Section: Administration			
	Directive: Accident Reporting – Patients, Employees and Visitors			
	Policy Owner: Director, Administrative Support Services Group			
Official Policy Manual				

### **Accidents – Patients, Employees and Visitors**

Safety Officers may be called on to investigate patient, employee, and visitor accidents. Responsibility for conducting these investigations will be determined by the facility's policy. The primary purpose of this investigation is to ensure that anyone injured in an accident on OMH grounds and/or in OMH buildings receives proper emergency medical attention. The secondary purpose is to identify hazardous conditions and to properly document those conditions and to assist in remediation of the hazardous situation. Investigation of accidents and reports will include but will not be limited to the following:

- Completion of the ADM 250 report.
- Injured parties name, address, telephone number, DOB, work location if an employee or living unit.
- Day, date, and time of accident.
- Weather conditions if applicable.
- List of witness(es) and statement(s).
- Brief description of accident.
- Contributing factors.
- Scaled sketch or drawing of accident scene.
- Photos.
- Immediate remedial action taken.
- Other actions taken to correct hazardous situation such as work order.
- Individuals may need to contact Infection Control when involving blood, contact or throwing incidents.
- Documentation of first aid given or emergency medical care obtained or rendered.