FLOW OF PAPERWORK

An incident or accident happens on City premises, how do you know what paperwork to complete? Simple, the following Flow Chart will help guide you through the maze.

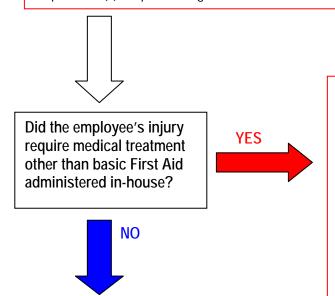


If no one was injured and no damage to public or private property occurred, no formal documentation is required. However, you are encouraged to make notes and keep for future reference. Many injuries surface after the initial incident, or there may be damage you did not see upon initial inspection.

Complete the following:

STEP 1: Supervisor's Narrative. This form is required when a city employee is injured regardless of the severity of the injury. If injury did not require medical treatment other than first aid, this is all the paperwork required. Please send original Supervisor's Narrative to Personnel. The department can maintain copies if desired.

STEP 2: Incident Report Form. This form is required in addition to the Supervisor's Narrative for ALL INCIDENTS that occur on City premises. The Risk Management Team must be aware of any property or liability issues, as well as any injuries to workers. Original Incident Report Forms and supporting documentation should be sent to the appropriate Department(s) for processing.



If the employee has sustained injuries that require treatment at a medical facility (including bandages at occupational health), please complete **STEP 3: Supervisor's Responsibilities**, which includes completing an 801 Worker's Compensation Claim Form. (801's are available in each department, or they can be downloaded on the City's website under Personnel at:

www.ashland.or.us

The original form and any accompanying medical releases or notes should be sent to Personnel for Processing. The documentation process is complete for this incident.

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