

The City of Bangor strives to provide a safe and secure work environment for all employees. However, when a work-related injury or illness occurs, employees are required to immediately report their condition to their department supervisor regardless of the severity of the injury or illness. Timely reporting of a workplace injury or illness ensures that unsafe situations or conditions are addressed in a timely manner and that employees receive the appropriate care and treatment without delay. In addition, timely reporting ensures that employees are protected under the Workers' Compensation Laws and that the City is in compliance with state and federal reporting requirements.

## **Reporting Procedures for Non-emergent Injury or Illness:**

Employees are responsible for the immediate reporting of all work-related injuries or illnesses to their supervisor, regardless of the severity. If the supervisor is not available, employees should report their workplace injury or illness to the next person in the chain of command. In the event that no one is readily available, contact Safety and Environmental Management to report the injury or illness. Supervisors should work with the injured employee to complete the “First Report of Injury or Illness” form to ensure the information that is provided is accurate. All sections of this form must be completed before e-mailing it to Safety and Environmental Management at [safety.environmental@bangormaine.gov](mailto:safety.environmental@bangormaine.gov).

Once the completed form has been submitted, the supervisor and employee will need to decide if the employee should seek medical treatment or if the injury is minor in nature. If it is a minor injury and medical treatment is not required, by submitting a “First Report of Injury or Illness” form, the employee will be protected by the Worker's Compensation Laws if the minor injury turns out to be more serious in the future. For injuries that require medical treatment, the supervisor is responsible for contacting The City of Bangor designated 10-day Occupational Healthcare Provider, St. Joseph Hospital WorkWell, to schedule an appointment for the injured employee.

***St. Joseph Hospital WorkWell  
St. Joseph Healthcare Park  
900 Broadway, Building #1  
Bangor, ME 04402  
207-907-3010  
Business Hours: M-F 8:00 am – 5:00 pm***

If the non-emergent, work-related injury or illness occurs outside WorkWell's normal business hours, employees are directed to go to Penobscot Community Health Center walk-in clinic.

***Penobscot Community Healthcare Center Walk-in Clinic  
1012 Union Street  
Bangor, ME 04401  
207-404-8100  
Walk-in Clinic Hours: M-F: 8:00 am – 8:00 pm / S-S: 9:00 am – 4:00 pm***

Employees that require medical treatment for a non-emergent, work-related injury or illness outside PCHC walk-in clinic's hours, should go to St. Joseph Hospital Emergency Department.

***St. Joseph Hospital Emergency Department  
St. Joseph Hospital  
360 Broadway  
Bangor, ME 04402  
207-907-3000***

## **Reporting Procedures for Work-related Injuries that Require Immediate Medical Attention:**

An employee with a work-related injury requiring immediate medical attention should be transported to the nearest emergency department by first responders. Any employee may contact 911 to request medical assistance if they believe the severity of the injury requires emergent medical care. Once the employee is on route to the emergency department, supervisors are required to notify Safety and Environmental Management of the incident. Depending on the severity of the injury, Safety and Environmental Management may be required to report the incident to the Maine Department of Labor. The supervisor is responsible for submitting a "First Report of Injury or Illness" form by the end of the business day.

**Immediately** notify Safety and Environmental Management in the event of one of the following occurrences:

- Workplace Fatality;
- Amputation, loss or fracture of any body part; or
- Serious physical injury that necessitates immediate hospitalization or formal admission to the inpatient service, hospital or clinic for care or treatment.

These occurrences require a notification to the Maine Department of Labor within 8 hours of a fatality and 24 hours for all other cases involving hospitalization or serious physical injury. Safety and Environmental Management will make all notifications to the Maine Department of Labor.

## **Employee Responsibilities:**

- Report all work-related injuries or illness as soon as they occur to your supervisor regardless of the severity.
- Assist your supervisor with completing the "First Report of Injury or Illness" form.
- Attend all scheduled medical appointments with St. Joseph Hospital WorkWell or prescribed specialist.
- Follow and actively participate in your medical treatment plan and any work restrictions prescribed by the Occupational Healthcare Provider.

Department of Safety and Environmental Management

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- Provide your supervisor with a copy of the M1 Diagnostic Medical Report after each doctor's visit regarding your work-related injury or illness.
- Participate in the incident investigation conducted by the Safety and Environmental Management.

## **Supervisor Responsibilities:**

- Investigate any comments made by an employee that would indicate that they might have experienced a work-related injury or illness.
- Work with the injured employee to complete the “First Report of Injury or Illness” form and e-mail it to Safety and Environmental Management within 24 hours of being notified of the injury or illness. [safety.environmental@bangormaine.gov](mailto:safety.environmental@bangormaine.gov)
- Contact Safety and Environmental Management if you need assistance with completing the “First Report of Injury or Illness” form within 24 hours.
- Immediately contact the Safety and Environmental Management for all work-related fatalities and cases involving hospitalization or serious physical injury.
- Contact St. Joseph Hospital WorkWell to schedule the initial appointment for the injured employee.
- Identify tasks within your department that will accommodate any work restrictions assigned by the Occupational Healthcare Provider. Notify Safety and Environmental Management if you cannot accommodate the prescribed work restrictions.
- Every Monday, report any lost time associated with work-related injuries or illnesses for the prior week to the departmental designated payroll clerk.

## **Safety and Environmental Management Responsibilities:**

- Submit the First Report of Injury or Illness to Maine Municipal Association.
- Act as a liaison for the injured employee, supervisor, Occupational Healthcare Provider & Maine Municipal Association.
- Work with the supervisor to ensure the employee's work restrictions are accommodated by the department whenever possible.
- Work with the supervisor to track lost time or restricted work days for the injured employee.
- Contact the Department of Labor for all work-related fatalities, cases involving hospitalization or serious physical injury within the appropriate timeframe.
- Maintain the City's OSHA 300 logs, 301 reports and 300a summary page for all OSHA recordable injuries.
- Conduct an incident investigation of the incident to determine the root cause and identify corrective actions to prevent the accident from reoccurring.