

SOUTHWEST OHIO COUNCIL OF GOVERNMENTS (COG)**EMPLOYEE ACCIDENT AND EXPOSURE REPORTING PROCEDURES**

The following procedures are applicable to all accidents, injuries and blood exposure incidents. Adherence to these instructions will facilitate your care and return to work. If you have any questions, call the Human Resources Department at (513) 695-2900, ext. 2927.

Step 1: Your health is the first priority! Don't hesitate to seek professional care for a medical emergency.

A medical emergency is defined as: a) medical services required for the immediate diagnosis or treatment of a medical condition that if not immediately diagnosed or treated could lead to a serious physical or mental disability or death, or b) medical services that are immediately necessary to alleviate severe pain.

Step 2: IMMEDIATELY submit an Employee Accident/Exposure Incident Report.

To submit an incident report, please use the following steps:

From the SWO-COG website, www.bcesc.org/page/substitute-opportunities, scroll down until you see the header on the left, **Reference Materials**. Click on the **SWO-COG Sub Accident Report Form**. Then to the right, under **Report Employee Accident**, click on **Submit Accident Report**. Then select, Click here if you are the injured employee. Also, if anyone saw the accident you were involved in, then they will need to select, Click here if you are NOT the injured employee.

From the Warren County ESC website (www.warrencountyesc.com) select Substitute Teaching (under Quick Links), then click Substitute Help (in orange at the bottom of the screen); this will direct you to a new site, then click SWO-COG Sub Accident Report Form (on the bottom, right side of the screen). Enter all information requested and follow the steps to submit your report.

For assistance, contact your immediate supervisor or the school nurse. For further assistance, call the Human Resources Department at (513) 695-2900, ext. 2927. The Employee Accident/Exposure Incident Report should be completed by the injured/affected employee, however, if necessary, another employee can complete the report with the assistance of the affected employee.

OPTIONS FOR MEDICAL CARE

When obtaining medical care, the employee MUST TELL THE PHYSICIAN it is a work-related injury.

FIRST VISIT

The first visit to any medical provider, whether an emergency or non-emergency, is covered for a work-related injury considered compensable by the Bureau of Workers' Compensation.

ALL OTHER VISITS

*After the first visit, if an employee obtains medical care for a work-related injury from a medical provider other than those noted below, workers' compensation insurance may not cover the costs and the employee may have to pay for the services. Employees are encouraged to go to **Atrium Hospital (Middletown) or Bethesda Arrow Springs (Lebanon)** which are convenient to our employees and specialize in work-related injuries, treatment and follow-up, including proper reporting, transitional work, physical therapy, and other occupational services.*

Atrium Hospital

1 Medical Center Drive
Middletown, OH 45005
(513) 424-2111

Bethesda Arrow Springs

100 Arrow Springs Boulevard
Lebanon, OH 45036
(513) 282-7000

You may also go to:

- Urgent Care facility in your area
- BWC Certified Physician (BWC - Bureau of Workers' Compensation)

To get the name of a BWC Certified Physician, call 1-800-OHIOWBC, Mon. - Fri., 7:30 AM to 5 PM. If you are unsure who is a BWC Certified Physician, it is recommended you go to an Emergency Room or Urgent Care facility.