**Employee Incident/Accident/Injury Reporting Procedure**

**Complete as soon as possible post-incident!**

Pre-filled reports for the Employee and Employer Report can be found on Borough website at: <http://www.wrangell.com/finance/human-resources>.

1. Send a heads-up email that the reportable incident/injury occurred, date and time, and that incident forms will be forthcoming to: amollen@wrangell.com, lburgess@wrangell.com, and lvonbargen@wrangell.com.
2. Have Employee complete Employee form entirely, all fields, print, sign and scan or drop off to Aleisha.
3. Department head or supervisor must complete the Employer form, all highlighted fields on the sample on the following page, print, sign, and scan or drop off to Aleisha. Please note that the sample on the following page is NOT the actual form.
	1. For boxes 45-47, reference description codes lists which will be posted on Borough website along with the Employee and Employer forms.
4. Scan the signed Employee and Employer forms and e-mail to amollen@wrangell.com and bring the original signed documents to Aleisha at City Hall, to be filed in the appropriate location.

**THE ABOVE MUST BE COMPLETED AND SENT IN LESS THAN TEN (10) DAYS FROM THE DATE THE EMPLOYER WAS NOTIFIED BY THE EMPLOYEE OF THE INJURY/ILLNESS/INCIDENT. FAILURE TO DO SO WILL RESULT IN LOSS OF WORKER’S COMP COVERAGE FOR THIS INJURY.**

**IF AN EMPLOYEE IS ADMITTED TO THE HOSPITAL OR SUFFERS AN AMPUTATION, THE REPORTING PERIOD IS 8 HOURS.**

EMPLOYER FORM FIELDS TO BE COMPLETED BY DEPARTMENT HEAD:

