



**1. Accident Occurs:**

- A. If an emergency, call 911 for an ambulance to transport the employee to a hospital Emergency Room.
  - B. Call Safety: Holly Bockow, 737-2311 cell 513-5354 or Bernie Lee, 737-2315 cell 513-5352 or SC Budget and Control Board Human Resources at 737-0500.
  - C. Safety or Human Resources will coordinate to send the employee for medical treatment (Compendiumusa or Doctor's Care for Kneece's Carolina Cleaning Service employees, accordingly).
  - D. Safety will notify the injured employee to go to a specified treatment facility.
  - E. If the injured employee is unable to drive him/herself or it is deemed he/she should not drive, a Supervisor, other employee or Safety Officer may transport the injured employee to the designated treatment facility. The Supervisor or escorting employee may arrange with the injured employee for a family member or co-worker to transport the employee. When the injury is treated and the employee released, transportation shall be provided for the employee to return to work, and/or the employee is admitted to the hospital. Contract employees will be transported home or back to work by pre-arranged taxi-cab.
  - F. The Supervisor or Safety completes and submits a Supervisor's Report of Employee Occurrence (<http://www.bcbintranet.sc.gov/bcbintra/BCBI-accident-report.phtm>) to Board Human Resources and Compendiumusa, along with other individuals in the South Carolina Budget and Control Board.
  - G. The injured employee is responsible to return the "Return to Work form" to their Supervisor. The Supervisor is responsible to fax or scan and email the Return to Work form and any other instructions from the doctor to Holly Bockow, 737-3065 or email [hbockow@oed.sc.gov](mailto:hbockow@oed.sc.gov). Any "restricted duty work" is to be coordinated with Holly Bockow in advance of the employee returning to work.
2. **Blood Spill:** Call Safety @ 737-2311, 2315 or 513-5354, 5352. Safety will notify FM Custodial or obtain a qualified contractor for cleanup.
3. **Prescriptions:** Call Holly Bockow for Pharmacy Information.
4. **Days Away/Restricted Work:** Employee Time Away from Work and Return to Work with Restricted Duties can only be determined by the employee's physician. If "Restricted Duty" is available, it is coordinated by Holly Bockow and the employee's Assistant Director.
5. **Accident Investigation:** The Supervisor is responsible to find out who, what, when and where and to make recommendations on how to correct the situation to prevent it from happening again. Safety Support will investigate incidents along with Team Supervisor, Team Leaders and representatives from the Teams as appropriate. A report will be created for each occurrence.