



Reporting Incidents Procedure

For any/all types of incidents the department involved must contact Risk Management immediately and submit the following:

- **Memo Report of Incident/ Injury & Supervisor’s Investigation Report**
- **Memorandum from Supervisor** – Explanation of Event

Additional paperwork to be submitted depending on report:

VEHICULAR ACCIDENT	ALL INCIDENT / NEAR MISS	INJURY / FIRST AID
Driver Report of Vehicular Accident	Photos	DWC1 –Emp. First Report of Injury
TMLIRP Vehicle Accident Information	Police Report (if applicable)	Body Diagram
Photos	Notes and observations of incident	HIPPA Authorization
Repair estimate if repairs needed over \$500		Leave Election Form
Police report number		

Risk Management is responsible for the following:

- **On-site Incident Observations/Assistance** – From 8:00am to 5:00pm on weekdays, Risk Management is available for on-site incident observations/ assistance to events such as minor auto accidents, property damage, and injury incidents for analysis and reporting.
- **Drug and Alcohol Referral Form** - Any employee involved in an incident/accident or vehicular accident must submit to a Mandatory Drug & Alcohol test. Any employee or volunteer that is injured as a results of an incident or accident, may be asked to submit to Mandatory Drug & Alcohol Test. Contact HR to determine if test needs to be administered.

Please be sure to notify Risk Management about all vehicular incidents immediately (whether at fault or not) so that a referral form can be sent to DTM or appropriate agency. If an incident occurs after 5:00 pm, contact DTM Administrator (24/7/365) at (956) 205-0103 or Secondary Contact (956) 562-2915, and notify Risk Management the next business day.

Emergency Contact Numbers

Human Resources/ Risk Management

Cindy Gutierrez, Risk Manager

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Belinda Torres, Director of Human Resources and Civil Service: 956-388-1873