

**EMPLOYEE HEALTH AND SAFETY PROGRAM
REPORTING TIMELINES**

Incident	Reasonable Suspicion Evaluation Required	Call Borough Safety Manager *	Text / Email Borough Safety Manager *	Submit Report in Velocity	Start Investigation	Notes
Vehicle Accident/Incident <i>No Damage (vehicle or property) and No Injury</i>	Yes	N/A	8 hr	12 hrs or as soon as possible	24 hrs	Reasonable suspicion evaluation is required.
Vehicle Accident/Incident <i>Damage (vehicle or property), Injury, and/or Reasonable Suspicion Exists</i>	Yes	1 hr	N/A	4 hrs or as soon as possible	24 hrs	Drug/Alcohol Testing must be conducted as soon as possible but no later than 4 hours.
Vehicle Accident/Incident -Non- Driving <i>Damage (vehicle or property)</i>	No	N/A	12 hrs	12 hrs or as soon as possible	24 hrs	Acts of nature, struck while parked, etc.
Injury – Death, Loss of an Eye, Amputation, and/or Hospitalization	No	1 hr	N/A	4 hrs or as soon as possible	4 hrs	Injuries/Illnesses requiring direct report to OSHA/AKOSH.
Injury – First Aid or Medical Treatment <i>(not including death, loss of an eye, amputation, hospitalization)</i>	No	N/A	8 hr	12 hrs or as soon as possible	24 hrs	These are minor injuries/illnesses that do not required a direct report to OSHA/AKOSH.
Exposure - Blood borne Pathogen (BBP)	No	1 hr	N/A	4 hrs or as soon as possible	24 hrs	Timeline listed is required for source testing.
Exposure - Blood borne Pathogen (BBP) – if no results from source testing	No	48 hrs	48 hrs			Timeline requirements for source testing.

NOTE:
A Reasonable Suspicion Evaluation must be done after all Vehicle Accidents/Incidents occurring when an employee is driving, unless law enforcement is on scene. Reasonable Suspicion Evaluation must be conducted by two trained individuals, including at least one supervisor.

* Employee Health and Safety Manager - 907-861-8491 (Office) or 907-354-4197 (Cell)
Human Resources Director - 907-861-8432 (Office) or 907-982-6858 (Cell)
Deputy Borough Manager - 907-861-8405 (Office) or 907-355-0563 (Cell)