

Accidents and Injuries

Accident Reports

Accident Reporting Procedures

What should be reported? -

An incident that causes any player, manager, coach, umpire, or volunteer to receive medical treatment and/or first aid must be reported to the Safety Director. This includes even passive treatments such as evaluation and diagnosis as to the extent of an injury, application of an ice pack, or the need for extra periods of rest.

Near Misses should also be reported.

When should this be reported? -

All such incidents described above *must* be reported to the Safety Officer *within 24 hours* of the incident. (Please see contact information)

How is this information reported? -

All accident reports are to be reported on the injury reporting form. Located in a folder marked "Injury Reports" located in the club house. In some cases you may be contacted by the safety officer directly. At a minimum, the following information must be provided.

1. The name and phone number of the individual(s) involved.
2. The date, time, and location of the incident.
3. As detailed a description of the incident as possible.
4. A preliminary estimate of the extent of the injury.
5. A description of any treatments given.
6. The name and phone number of the person reporting the incident.
7. Place completed Injury Report in the Safety Officers box located in the club house.

The Safety Officer will check injury reports daily.

When you encounter a "near miss" please fill out the injury reporting form and identify at the top of

the page that a near miss occurred.

You may contact the safety officer at anytime to discuss any injuries. (Please see contact information)