

14.25 Incident Reports

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that any unusual occurrences happening at a work site must be reported to the Director of Facilities within 24 hours.

Procedure:

Should an incident occur during the course of employment with Licking/Knox Goodwill Industries, Inc., the employee shall immediately notify his/her supervisor and complete an Incident Report form. This report shall be completed regardless of the seriousness of the incident. Reports shall be signed by the management staff on duty following an investigation of the incident, and forwarded within 24 hours to the Director of Facilities.

Incidents requiring the completion of a report include, but are not limited to:

- Medication errors
- Incidents involving injury
- Presence of a communicable disease at the work site
- Lack of infection control
- Any act of violence or aggression
- Use of or possession of weapons
- Elopement and/or wandering
- Vehicular accidents
- Biohazard accidents
- Use or possession of illicit substances
- Abuse
- Suicide or attempted suicide
- Sexual assault
- Other sentinel events

Incident reports will be reviewed quarterly by the Director of Facilities and the Safety and Security Committee.