



ARKANSAS DEPARTMENT OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
CAMP JOSEPH T. ROBINSON
NORTH LITTLE ROCK, ARKANSAS 72199-9600

ASA HUTCHINSON
GOVERNOR

KENDALL W. PENN
MAJOR GENERAL
THE ADJUTANT GENERAL

NGAR-DOTM

21 January 2020

**MEMORANDUM FOR DEPARTMENT OF THE MILITARY (DOTM) STATE
EMPLOYEES**

SUBJECT: Department of the Military (DOTM) Policy 48-2020, Incident Reporting Policy

1. The DOTM Human Resources is responsible for the creation, updating, revision, and dissemination of state policies and procedures. These policies and procedures assist the agency in maintaining an effective workforce.
2. The purpose of this policy is to inform all state employees and supervisors of the updated and expanded standards set forth by the Department of the Military regarding reports of workplace injuries, property damage, or potentially unsafe working conditions.
3. Point of contact for this memo is Scott Stanger at (501) 212-5167.

A handwritten signature in black ink, appearing to read "Kendall W. Penn".

KENDALL W. PENN
MAJOR GENERAL
The Adjutant General

Encl.
Incident Reporting Policy

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DEPARTMENT OF THE MILITARY
Incident Reporting Policy

I. PURPOSE:

The following policy shall establish and set forth Department of the Military incident reporting procedures.

II. POLICY:

It is the policy of The Department of the Military that all accidents, incidents that result in personal injury and/or damage to Department of the Military property, or potentially unsafe working conditions shall be reported to Human Resources. Any employee who, in good faith, reports what he or she believes to be potentially unsafe working conditions shall be free from retaliation.

All Department of the Military employees, including but not limited to staff, supervisors, and senior management are required to document and report any incidents as soon as reasonably possible, typically no more than seven (7) days, after they occur. Failure of a supervisor or other responsible Department official who fails to take immediate corrective action of an unsafe working condition or other incident may be considered to be in violation of this policy and that could result in disciplinary action up to and including termination of employment.

In accordance with the Department of the Military Drug and Alcohol Testing Policy, an employee who has been involved in a workplace incident that results in an injury shall be required to submit to a drug or alcohol screening. If the employee tests positive for metabolites of any prohibited substances or refuses to submit to a test for drugs or alcohol, he or she will be subject to disciplinary action up to and including termination and will be precluded from receiving worker's compensation medical and indemnity benefits pursuant to A.C.A. §11-9-102 (4)(B).

III. REPORTING GUIDELINES:

In the event of a serious injury, significant property damage (e.g. fire or flood), or other incident that requires reporting to another agency (e.g. auto accident), it should be understood that police, fire, and/or Emergency Medical Services (EMS) shall be notified immediately. The employee shall then notify his or her supervisor or other designee as soon as is practicable and inform him or her of the nature of the incident.

In some instances an employee may not immediately realize that he or she has been injured or has been made ill. In such circumstances, the employee shall report the incident to their supervisor or manager as soon as reasonably possible after becoming aware of the illness or injury, typically no more than seven (7) days. Failure to give timely notice of a workplace injury or illness may lead to delays in the processing of workers' compensation claims and receipt of benefits.

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Employees shall be obligated to report injuries including, but not limited to:

- Fatalities;
- Blows or injuries to the head, spine, back, ribs, and/or face;
- Incapacitation or dislocation of limbs that hinders functionality or movement (including fractures, paralysis, and amputation);
- Serious or severe damage to the skin (e.g. extensive burns, cuts, or bruises);
- Loss of consciousness for any reason;
- Falls;
- Poisoning or exposure to hazardous substances;
- Any other injury that requires medical intervention or hospitalization.

Employees shall also be obligated to report incidents of Department of the Military property damage as well as potentially unsafe working conditions. Such incidents include but are not limited to:

- Vehicle accidents;
- Loss or theft of Department property (e.g. laptop or cell phone);
- Missing safety equipment;
- Suspected water or gas leaks;
- Exposed wires;
- Broken glass or windows;
- Any other visible property damage.

Reports of damage to Department of the Military property shall be made by the employee to his or her supervisor immediately, or as soon as is practicable. Failure of any employee to report damage to Department of the Military property shall subject him or her to disciplinary action up to and including termination of employment.