



Arkansas Department of Military
Cabinet Secretary - Major General Jonathan M. Stubbs,
The Adjutant General

Policy Title: Incident Reporting

Policy Number: 8

Authority: Ark. Code Ann. § 12-61-106; A.C.A. § 11-9-101, *et. seq.*

Effective Date: June 1, 2023

I. PURPOSE:

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

II. POLICY:

As used in this policy, “Incident” means any accident, potentially unsafe working condition, or event that results in personal injury and/or damage to DOTM property.

All DOTM employees, including, but not limited to, staff, supervisors, and senior management are required to document and report any incidents to the Human Resources Administrator as soon as reasonably possible, typically no more than seven (7) days, after the incident occurs. Failure to report an incident may be considered to be in violation of this policy and could result in disciplinary action up to and including termination of employment.

The following is a non-exhaustive list of the types of incidents that employees are obligated to report under this policy:

- 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.

Employees shall also 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.

Upon receiving an incident report, the supervisor or other responsible DOTM official shall take immediate corrective action, including investigating the incident and/or remedying the unsafe working condition. Failure of a supervisor or other responsible DOTM official to take immediate corrective action may be considered to be in violation of this policy and could result in disciplinary action up to and including termination of employment.

In accordance with the DOTM 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).

Any employee who in good faith reports what he or she believes to be potentially unsafe working conditions shall be free from retaliation.

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 for resolution (e.g., auto accident), the employee shall notify police, fire, and/or Emergency Medical Services (EMS) immediately. The employee shall then notify his or her supervisor or other designee and inform him or her of the nature of the incident. If the injury is not life or limb-threatening, the employee, or the employee's supervisor if the employee is unable, shall call the Nurse hotline at 1-855-339-1893. If the injury is life or limb-threatening, the employee or employee's supervisor shall call 9-1-1.

In some instances, an employee may not immediately realize that he or she has been injured. 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.

Reports of damage to DOTM 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 DOTM property shall subject him or her to disciplinary action up to and including termination of employment.