

From: Twerion, Roger W - Wethersfield, CT
Sent: Tuesday, January 14, 2014 4:15 PM
Subject: Reporting accidents and near misses
Importance: High

All accidents and near misses must be entered into EHS. No exceptions.

If an employee thinks enough to tell you something happened then it must be entered into EHS.

If the employee said they fell, were attacked by a dog, or some other had some other incident but were not injured then it should be entered as a near miss.

If they said they feel some pain but they do wish to file a CA-1 and think they can work through it then it should be entered as an injury with no claim filed.

If the employee files a claim at a future date then send the CA form and any medical documentation directly to the folks at HRM and they will enter the claim information.

The days of 'managing' the accident are long gone. Everything is reported.

There is no reason that anyone should put themselves in the position of having to explain why an accident was put in weeks or months after the fact.

If anyone at any time has a question about a specific incident please contact your nearest Safety Specialist or me. We will be glad to discuss the issue.

Thank you,
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