



St. Johns County Administrative Code Section: Personnel

Title: 407 Risk Management and Safety	Issued: Jan 2006
Reference: SafetyNet Website Accident Reporting and Workers' Compensations Procedures	Revised: Sep 2010 June 2012

407.1 Purpose

The Safety and Risk Management policy is designed to promote a safe and healthy work environment; equal emphasis is placed on the safety of contractors and visitors to St. Johns County facilities.

407.2 Scope

All officials, employees and departments under the direction of the Board of County Commissioners, Clerk of Court, Property Appraiser, Tax Collector and Supervisor of Elections under the County's Workers' Compensation and liability insurance policies.

407.3 Policy

The County's goal is to provide a workplace that is healthy and safe. The loss that accompanies injuries and accidents can be avoided by diligent safety efforts and good supervision. Safety is part of everyone's job. There is a direct relationship between the personal and monetary cost of accidents and the County's ability to provide reliable, cost-effective services.

407.4 Safety Manual

The County's safety policies, practices and procedures for specific types of work and job classifications are available on the "SafetyNet" website on the Intranet.

407.5 Reporting Accidents or Incidents

Employees who are involved in a work related accident, damaged County property, or who experienced an on-the-job injury or illness must complete the St. Johns County Accident/Incident Report within twenty four (24) hours. The report must be delivered to Risk Management with the supervisors report and other documentation attached (doctor notes, photos, police reports, citizen, witness written statements, etc.). Incomplete forms are accepted in order to meet the twenty four (24) hour deadline, however complete forms must be submitted as soon as possible. All employees who are involved in a work related accident, damaged County property, or who experienced an on-the-job injury or illness shall be drug tested. The St. Johns County Accident/Incident Report and instructions can be found on the County Intranet in the "SafetyNet" webpage.

Injuries must be reported to the supervisor immediately. Employees must receive authorization from Risk Management prior to seeing a Workers' Compensation doctor for "non-emergency" injuries that require medical treatment. Employees should not seek treatment from their personal physician for a work related injury. After being treated by a Workers' Compensation doctor, the employee must bring the DWC-25 paperwork completed by the doctor to their supervisor immediately, regardless of whether they are returning to work that day or not. Employees who are treated at a hospital emergency room for a work related injury will be required to see a Workers' Compensation doctor to determine work status and receive follow-up treatment.

407.6 Post Accident Drug Screening

Post accident drug screening procedures are outlined in the St. Johns County Accident Reporting and Workers' Compensation Procedures located on the Intranet in the "SafetyNet" website.



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407.7 Vehicle Accidents

Employees involved in traffic accidents must have a police report completed at the scene. Police reports must be submitted with the Accident/Incident Report and delivered to Risk Management within twenty four (24) hours regardless of completeness. Employees involved in an at-fault traffic accident should not be permitted to drive a vehicle for County business while awaiting drug test results.

407.8 Returning to Work

Employees may return to work after being cleared by the Workers' Compensation doctor. If initial medical treatment was sought in a hospital emergency room the employee will be required to see an authorized Workers' Compensation doctor prior to returning to work. Employees who have light-duty restrictions must communicate the restrictions to the supervisor and adhere to all restrictions. The County will accommodate any reasonable light duty restriction even if the employee must be temporarily reassigned to another job or department. Communication between the supervisor and Risk Management regarding the employee's health, attendance, and activities is imperative in successfully managing a Workers' Compensation claim.