



INJURY / ACCIDENT REPORTING PROCEDURE

1. Employee must notify supervisor immediately.
2. Employee must complete an Employee Injury Report Form immediately following the accident/injury unless totally incapacitated.
3. Supervisor will investigate accident/injury and ensure that the employee takes the appropriate action indicated in this procedure.
4. Supervisor must complete PART B of the Employee Injury Report Form immediately following accident/injury of the employee.
5. Supervisor must email/fax notification of accident or injury to the City of Lowell Law Department in the event that the Employee Injury Report Form cannot be completed by the employee.
6. If immediate medical attention or treatment is required due to life threatening injury, call 911 and or report to the nearest emergency room. Reports from the hospital emergency room must be submitted to the Law Department within 48 hours.
7. Non life threatening injuries must be evaluated immediately at LGH Walk-in Center, 10 Research Place, North Chelmsford, MA 01824 (978-458-6868) or LGH Walk-In Center, 1230 Bridge Street, Lowell, MA 01850 (978-459-2273).
8. Please be advised that emergency medical treatment does not include physical therapy, occupational therapy, chiropractic treatment or other rehabilitation treatment. Any injured employee seeking medical treatment other than emergency treatment must first be approved by the Law Department.
9. Supervisors must conduct a complete investigation of the alleged work related injury, documenting any witnesses and their account of the incident. The supervisor should also forward any other pertinent information regarding an injury to the Law Department.
10. If First Aid is administered by a School Nurse, the Nurse must complete SOAP notes.

If you have any question or need assistance regarding this procedure, please do not hesitate to contact:

Karen A. Gagnon, Workers' Compensation/Claims Agent
City of Lowell Law Department
Tel: 978-674-1503
Fax: 978-453-1510
Email: kgagnon@lowellma.gov

Patricia Svreck, Nurse Case Manager
City of Lowell Law Department
Tel: 978-674-1517
Fax: 978-453-1510
Email: psvreck@lowellma.gov