

Policy Title: Reporting of Unusual Incidents Policy

Policy Number: III-A.13

Effective Date: March 18, 2025

PURPOSE

To implement a policy that mandates the reporting and investigation of minor incidents, accidents, or injuries occurring on ADAMHS Board premises or during activities conducted on behalf of the ADAMHS Board.

POLICY

The ADAMHS Board requires that all minor incidents, accidents, or injuries be reported and investigated. This policy applies to employees, board members, and authorized visitors on ADAMHS Board premises.

Reportable incidents include:

- Personal injuries (first aid, medical attention, lost work time, or property damage)
- Near misses with potential for injury or damage
- Fires or explosions
- Unsafe practices or acts
- Incidents involving staff or board members during work on premises
- Incidents during ADAMHS Board- sponsored events, on or off premises

PROCEDURE

In accordance with the Ohio Revised Code Rule 5122-14-14: Incident Notification and Risk Management and Rule 5123-17-02: Major Unusual Incidents and Unusual Incidents

1. ADAMHS Board staff must report incidents involving themselves, clients, board members, or authorized visitors as per this procedure.
2. All reportable incidents must be documented within 24 hours using the ADAMHS Board's incident Report form.
3. The Incident Report form should include:
 - Name and details of the person reporting the incident
 - Date, time, and location of the incident
 - Details of the injured person(s), if known

- Type of incident
4. The completed form should be submitted to the Safety Officer.

Medical Emergencies:

1. **Life-Threatening Situations:** If a medical emergency appears potentially life-threatening, ADAMHS Board staff must make a reasonable decision on whether to summon an ambulance.
2. **Refusal of Medical Assistance:** If the person involved refuses permission to call for medical assistance, staff must make a reasonable decision based on the severity of the situation.

Investigation Procedure:

The Safety Officer will promptly investigate the circumstances of any accident and document the actions taken. The investigation aims to systematically gather all relevant facts, establish responsibility, identify developing trends, and determine the reasons and methods behind the incident. This process allows for conclusions and recommendations to enhance workplace safety and prevent recurrence.

Non-Life-Threatening Injuries:

Staff who sustain a non-life-threatening injury while performing their job duties must immediately:

Report the injury to supervisor.

1. **Get the Injured Worker's Kit.**
2. **Seek Medical Services** by visiting a BWC provider for medical care.
3. **Report Delayed Treatment**, inform the Safety Officer within 24 hours of the visit.
4. **File a Worker's Compensation Claim.**

Life-Threatening Injuries:

In the case of a critical (life threatening) injury, the priority is to obtain prompt treatment for the individual. An ambulance is to be summoned, and the person taken to the closest emergency room.

1. **Call the Hospital's Emergency Room** and describe the injury.
2. **Notify the individual's emergency contact.**
3. **Stay with the injured person.**
4. **The injured person should not drive.**
5. **Secure the area.** Make the area safe and remove any immediate danger if present.
6. **Complete the incident report.**

Office Safety Practices and Communication:

The ADAMHS Board staff shall be made aware of the office safety practices. All communications involving the ADAMHS Board shall be directed through the Chair, Executive Director, and/or the ADAMHS Board Attorney.

To ensure compliance with state regulations, the ADAMHS Board adheres to the relevant sections of the Ohio Revised Code, including but not limited to sections 5122-14-14 and 5123-17-02, which establish standards for incident notification, risk management, and addressing major unusual incidents.

- **Section 5122-14-14:** Establishes standards for incident notification and risk management in psychiatric hospitals and units, ensuring prompt and accurate reporting of incidents that pose a danger to health and safety.
- **Section 5123-17-02:** Addresses major unusual incidents (MUIs) and unusual incidents (UIs) to ensure the health, welfare, and continuous quality improvement for individuals with developmental disabilities, outlining requirements for reporting, investigating, and managing these incidents.

APPROVED


Board Chair 3-18-2025
Date


Executive Director 3-15-25
Date

**RESOLUTION of the
ALCOHOL, DRUG ADDICTION AND MENTAL SERVICES BOARD ERIE COUNTY**

March 18, 2025

RESOLUTION NO. 03-2025-03

A RESOLUTION to APPROVE the REPORTING of UNUSUAL INCIDENTS POLICY, NO. III-A.13

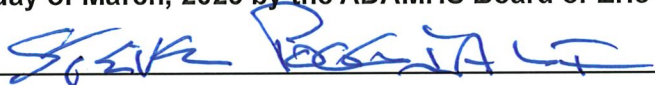
WHEREAS, the Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board of Erie County (herein referred to as "Board") recognizes the importance of transparency and public participation in its meetings;

WHEREAS, the ADAMHS Board of Erie County has reviewed and discussed the proposed Reporting of Unusual Incidents Policy No. III-A.13 to ensure compliance with the Ohio Revised Code Rule 5122-14-14 and Rule 5123-17-02.

NOW, THEREFORE, BE IT RESOLVED that the ADAMHS Board of Erie County hereby approves the Reporting of Unusual Incidents Policy, No. III-A.13 as presented;

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to implement the Reporting of Unusual Incidents Policy No. III-A.13 in accordance with the terms set forth in the policy document.

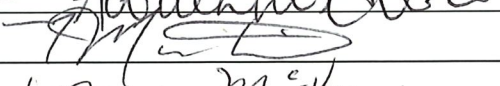
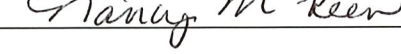
Adopted this 18th day of March, 2025 by the ADAMHS Board of Erie County.

RESOLVED BY: 

SECOND TO RESOLUTION BY: _____

RESOLUTION Approved ROLL CALL Vote of the Board Members Present:

YES:

	Celine Hammer
	Alexis Koch
	Robert G. Giff
	Thomas G. Giff

NO:

ABSTAIN:

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