



St. Johns County Administrative Code
Section: Human Resources

Title:	407 Risk Management and Safety	Issued: January 2006
Reference: Accident Reporting and Workers' Compensation		Revised: September 2010 June 2012

407.1 Purpose

The Risk Management policy is designed to provide safe and healthy work conditions for all employees and volunteers; 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 are covered under the County's Workers' Compensation and liability insurance policies.

407.3 Policy

The County's goal is to provide its employees a workplace that is healthy and safe. The loss that accompanies injuries and accidents can be avoided by thorough safety efforts and good supervision. Safety is part of everyone's job. Risk Management recognizes that the basic responsibility of personal safety is with each employee and the County should develop sufficient standards and cost-effective programs to support successful outcomes.

407.4 Risk Management Policy

The County's Risk Management and safety policies for specific types of work and job classifications are available in the Employee Handbook.

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 notify Risk Management as soon as possible and then complete the St. Johns County Accident/Incident Report within twenty-four (24) hours. The report must be sent to Risk Management with the supervisors' report.

Employee or volunteer injuries must be reported to the appropriate 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. Contact Risk Management for further information.

407.6 Post-Accident Drug Screening

Anytime an employee is involved in a work-related accident/injury or there is damage to County or private property, regardless of the severity or significance, the employee(s) involved may be drug tested immediately. Refusal to submit will result in immediate termination. The post-accident drug screening policy is outlined in the Employee Handbook.



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407.7 Vehicle Accidents

Employees involved in traffic accidents must have a law enforcement report completed at the scene. Law enforcement reports must be submitted with the Accident/Incident Report to Risk Management within twenty-four (24) hours regardless of completeness. Employees involved in an at-fault traffic accident may not be permitted to drive a County 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.