

INJURY ILLNESS & PROPERTY DAMAGE PROCEDURES

WHEN SHOULD YOU SEEK TREATMENT?

Seek treatment immediately after a work-related injury or at the first sign of illness due to your work duties. Early treatment makes it more likely that you'll recover faster and will establish the fact that the injury or illness is work related.

EMERGENCY INJURY

Go to the nearest emergency room or call 911 for immediate medical attention. Avoid driving yourself, if possible.

TWO HOUR POST ACCIDENT DRUG ALCOHOL TESTING

Employees involved in a vehicle or equipment accident as a driver or passenger are subject to City of Mandan Drug Free Policy. **Post-accident drug/alcohol testing must be completed within two hours of accident or injury.**

If you are involved in a non-emergency accident have your supervisor drive you to the testing site.

NON-EMERGENCY MEDICAL TREATMENT SANFORD OCCUPATIONAL HEALTH

When seeking non-emergency medical treatment Monday – Friday 8:00 AM – 5:00 PM go to Sanford Health located at:

Sanford Health Occupational Medicine
2603 E. Broadway Ave. Bismarck, ND
701-323-5222

Post-accident drug/alcohol testing may be completed at Sanford Occupational Health during regular hours. Specify if you are DOT or Non Dot.

Sanford Occupational Health is the Designated Medical Provider (DMP) for the city.

POST-ACCIDENT NON-INJURY PREBLE MEDICAL SERVICES

Preble Medical Services conducts drug and alcohol collections for the city and is available when medical attention is not sought. Along with your supervisor go to:

Preble Medical Services
101 Collins Ave
Mandan, ND

WEEKENDS HOLIDAYS AFTER HOURS NON-EMERGENCY

Call Preble Medical at: 701-663-6021 for instructions.

CHI ST. ALEXIUS HEALTH

Testing should only be done at St. A's in emergency situations only.

24 HOURS REPORT RULE

Report all injuries, incidents or accidents to your supervisor and WSI within 24 hours. File claim and incident reports online with WSI at: <https://www.workforcesafety.com/employers/online-services>

When filing online and prompted for city account number, enter: 98079.

WHEN MEDICAL ATTENTION SOUGHT FILE

Online FIRST REPORT OF INJURY (FROI).

WHEN NO MEDICAL ATTENTION SOUGHT FILE

Online INCIDENT REPORT.

VEHICLE OR EQUIPMENT DAMAGE

Call law enforcement to report accident when involving 2nd party. Report the accident to your Supervisor, Safety Committee Representative, and HR.

For Insurance claim call:

Shelly Bosch
HUB International
701-663-7585

STRUCTURAL DAMAGE

Report any damage to: Supervisor, Safety Committee Representative, and HR.