



Injury, Illness, and Property Damage Procedures

Approved 2/13/2020

REPORTING REQUIREMENTS: Report all injuries, illnesses, or accidents immediately to your supervisor or department manager. Complete the necessary WSI report forms within 24 hours of the event at <https://www.workforcesafety.com/employers/online-services>

- If you sought medical attention: Complete the [FIRST REPORT OF INJURY \(FROI\)](#).
- If you did not seek medical attention: Complete the [INCIDENT REPORT](#).

When filling out the online forms, the company account number is 98079.

Print or save to PDF a copy of the form before submitting and send it to the Human Resources Department.

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 will recover faster and will establish the fact that the injury or illness is work related.

- **Emergency Medical Treatment:** Go to the nearest emergency room or call 911 for immediate medical attention.
- **Non-Emergency Medical Treatment:** Go to the City's Designated Medical Provider (DMP) listed below.

Sanford Health Occupational Medicine
2603 E. Broadway Ave. Bismarck, ND
Phone: 701-323-5222
Monday – Friday 8:00 AM – 5:00 PM

POST-ACCIDENT DRUG AND/OR ALCOHOL TESTING: Employees involved in a vehicle or equipment accident as a driver are subject to the City of Mandan Drug and Alcohol Policy. Post-accident drug/alcohol testing must be completed within two hours of the accident or injury. A supervisor must transport the employee to and from the testing site. During the testing process, please specify if you have a CDL or non-CDL driver license.

- Preble Medical Services conducts drug and alcohol testing for the city. During business hours, your supervisor will take you to Preble Medical Services @ 101 Collins Ave. Mandan, ND. For testing after business hours, on weekends or holidays, call Preble Medical at 701-663-6021 for instructions.
- If seeking medical attention at Sanford Health Occupational Medicine, post-accident drug and alcohol testing may be completed there.
- Drug and Alcohol Testing should only be done at CHI St. Alexius for emergency situations.

VEHICLE/EQUIPMENT/STRUCTURAL DAMAGE: Call law enforcement to report an accident, when a second party is involved. Report the accident and damage immediately to your supervisor or Department Manager.

- **For an insurance claim, the supervisor or Department Manager needs to call:**

Shelly Bosch @ HUB International
701-663-7585