

UPSTATE WORKFORCE BOARD

Injury/Illness Investigation Report Policy

The following information is intended to serve as a guide to help in case of an on the job injury or illness.

Purpose:

To make available the Injury/Illness Investigation Report required by Spartanburg County in case an injury or illness occurs while on the job.

Background:

Spartanburg County Policies and Procedures.

Action:

In the event of an injury/illness occurring while on the job, the proper paperwork must be filled out completely for Spartanburg County. These forms are attached for your convenience. As soon as an injury is reported, please advise the Executive Director and Chief Financial Officer (CFO) immediately. The CFO should complete the attached required documents immediately after the accident and forward to Spartanburg County. A copy should be maintained in the Upstate Workforce Board office files. Paperwork and notification should be completed even if employee refuses medical care.

Update: 3/4/2015 to change policy number from P-18 to P-12. DLW

Update: 3/27/2017 to correct logo and name, as well as Associate Director to Chief Financial Officer. BAB