

- .52 Department Heads shall participate in completing the Injury Investigation process established in this policy. If a Department Head is not able to attend or participate due to absence, a designated individual should participate on his behalf. Department Heads will sign the form noting their attendance and participation in this investigation.
- .53 Department Heads shall ensure electronic records of reported injuries are retained for trending and auditing purposes.
- .54 Department Heads shall provide support and positive leadership to enforce the safety mission of the City.

906. On-the-Job Injury Review/Injury Repeater Program

.1 Policy Statement

In order to aid in the reduction and severity of on-the-job injuries, all departments are required to establish a management level injury review process for the review of all work related personal injuries within specific departmental work units.

Additionally, all departments will establish an Injury Repeater Program administered by management and subject to review by the Safety and Health Division or Human Resources, in accordance with this policy.

.2 Purpose and Scope

- .21 The purpose of the injury review process is to review injury investigations, evaluate process performance, identify trends and monitor hazard mitigation follow through. Communication of findings to other areas within the department is also included in this process.
- .22 The purpose of the Injury Repeater Program is to identify employees with repeat injuries and design an injury prevention program specifically directed at injury repeaters by focusing all available safety and health resources at determining and correcting previous issues.
- .23 This policy will apply to all non-sworn employees within the City of Tulsa, excluding the Police and Fire Departments. Sworn employees will be subject to similar review through their department policies.

.3 Definitions

- .31 Injury Repeater means an employee who has sustained two or more OSHA recordable injuries in the prior thirty-six month period. Report Only injuries (including exposures) as well as near misses will be reviewed during the injury review process and considered when designing the injury prevention program.

- .32 Injury Repeater/Prevention program is a program designed to improve the employee's safety performance during the established timeframe.
- .33 OSHA Recordable Injury means any injury which results in medical treatment beyond first aid, results in lost time from work, or restricted work assignment.
- .34 Report Only Injury is any reported injury (including exposure) that does not result in any lost time from work, restriction of duties, or medical treatment.

.4 Injury Review Process

- .41 The injury Review team members will be appointed at discretion of the department head or designee.
- .42 The injury review process will be held monthly.
- .43 A written summary of the review will be created and copies distributed to the appropriate supervisors, the employee, the employee's personal work unit file as well as the Safety Data Analyst within Human Resources. A composite file of all injury review summaries will be maintained by the manager for review by Safety and Health personnel and department heads.

.5 Injury Repeater/Prevention Program

- .51 The Division/Section Manager will determine if an employee should be placed in the Injury Repeater/Prevention Program according to the definitions found within Section 906.3.
- .52 An employee's manager and supervisor and Safety and Health staff representative will meet and design an injury prevention program and establish an abatement time frame specifically for an employee who qualifies as an injury repeater.
- .53 The employee's injury prevention program will be documented and copies provided to the department head, to the employee, to the Safety and Health Section representative, and to the employee's file.
- .54 An employee's prevention program may consist of one or more of the following actions:
 - .541 A work method review/evaluation of the employee.
 - .542 A physical evaluation to be performed by City Medical, which could include a fitness for duty evaluation.
 - .543 Retraining in basic job skills.
 - .544 Specific safety training; i.e., lifting, use of chemicals, etc.

- .545 Scheduled supervisory follow-up.
- .546 Strength building or work hardening programs (must be approved by City Medical)
- .547 Referral to the Employee Assistance Program
- .548 Requirement that the employee conduct special safety training sessions (safety tailgate training sessions for field employees) related to preventing similar injuries.
- .55 The manager and the supervisor, with assistance from a Safety and Health staff representative, will meet periodically during the abatement program to review the employee's progress and the need for changes or adjustments to the program or actions set forth to improve safety performance.
- .56 Failure of the employee to improve safety performance during the injury repeater/prevention program may result in disciplinary action up to and including termination.