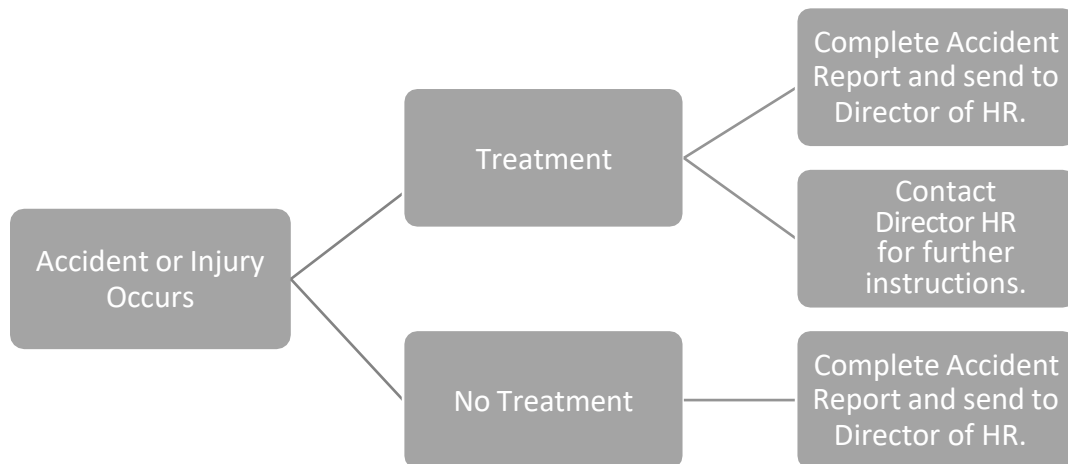


## PROCEDURES FOR REPORTING AN INCIDENT/ACCIDENT

1. Employee should notify his/her supervisor immediately within the same shift, if possible.
2. If medical care is needed, employee should seek campus nurse (no matter how minor the incident may be). An Employee Accident Report should be completed by the employee and emailed to the Director of Human Resources.
3. If outside medical care is needed, the nurse will contact the Human Resources Office immediately. Employee cannot report back to their job until cleared by the Human Resources Officer and Supervisor.
4. Campus Administrator, and/or Director of Human Resources will investigate the incident or accident for the purpose of finding out how this incident/accident will be prevented in the future.



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