



**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**

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**Little Rock, AR 72201**

**SARAH HUCKABEE SANDERS**  
GOVERNOR

**KENDALL W. PENN**  
RET. MAJOR GENERAL  
SECRETARY

24 April 2023

**MEMORANDUM FOR EMPLOYEES OF ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**

**SUBJECT: Arkansas Department of Veterans Affairs (ADVA) Incident Reporting Policy**

1. ADVA Human Resources is responsible for the creation, update, and recission of various agency policies and procedures in order to assist in the maintenance of an effective workplace.
2. This memorandum is intended to establish the ADVA Incident Reporting Policy and is applicable to all ADVA employees. This shall remain in effect until revoked or superseded.
3. Point of contact for this memo is Melissa Butler at (501) 682-1954.

A handwritten signature in black ink, appearing to read "Kendall W. Penn", is written over a horizontal line.

**KENDALL W. PENN**  
MAJOR GENERAL, Retired  
SECRETARY

**ARKANSAS DEPARTMENT OF VETERANS AFFAIRS**  
**Incident Reporting Policy**

**I. PURPOSE:**

The following policy shall establish and set forth Arkansas Department of Veterans Affairs (ADVA) incident reporting procedures.

**II. POLICY:**

It is the policy of ADVA that all accidents, incidents that result in personal injury and/or damage to ADVA property, or potentially unsafe working conditions shall be reported to the ADVA Human Resources Manager. Any employee who, in good faith, reports what he or she believes to be potentially unsafe working conditions shall be free from retaliation.

All ADVA employees, including but not limited to staff, supervisors, and senior management are required to document and report any incidents as soon as reasonably possible, typically no more than seven (7) days, after they occur. Failure of a supervisor or other responsible ADVA official to take immediate corrective action of an unsafe working condition or other incident shall be considered to be in violation of this policy and could result in disciplinary action up to and including termination of employment.

In accordance with the ADVA Drug and Alcohol Testing Policy, an employee who has been involved in a workplace incident that results in an injury shall be required to submit to a drug or alcohol screening. If the employee tests positive for metabolites of any prohibited substances or refuses to submit to a test for drugs or alcohol, he or she will be subject to disciplinary action up to and including termination and will be precluded from receiving worker's compensation medical and indemnity benefits pursuant to A.C.A. §11-9-102 (4)(B).

**III. REPORTING GUIDELINES:**

In the event of a serious injury, significant property damage (e.g., fire or flood), or other incident that requires reporting to another agency (e.g., auto accident), police, fire, and/or Emergency Medical Services (EMS) shall be notified immediately. The employee shall then notify his or her supervisor or other designee and inform him or her of the nature of the incident.

In some instances, an employee may not immediately realize that he or she has been injured. In such circumstances, the employee shall report the incident to their supervisor or manager as soon as reasonably possible after becoming aware of the illness or injury, typically no more than seven (7) days. Failure to give timely notice of a workplace injury or illness may lead to delays in the processing of workers' compensation claims and receipt of benefits.

Employees shall be obligated to report injuries including, but not limited to:

- Fatalities;
- Blows or injuries to the head, spine, back, ribs, and/or face;
- Incapacitation or dislocation of limbs that hinders functionality or movement (including fractures, paralysis, and amputation);
- Serious or severe damage to the skin (e.g. extensive burns, cuts, or bruises);
- Loss of consciousness for any reason;
- Falls;
- Poisoning or exposure to hazardous substances;
- Any other injury that requires medical intervention or hospitalization.

Employees shall also be obligated to report incidents of ADVA property damage as well as potentially unsafe working conditions. Such incidents include but are not limited to:

- Vehicle accidents;
- Loss or theft of Department property (e.g. laptop or cell phone);
- Missing safety equipment;
- Suspected water or gas leaks;
- Exposed wires;
- Broken glass or windows;
- Any other visible property damage.

Reports of damage to ADVA property shall be made by the employee to his or her supervisor immediately, or as soon as is practicable. Failure of any employee to report damage to ADVA property shall subject him or her to disciplinary action up to and including termination of employment.