



AVHS Staff/Volunteer Incident/Accident Form

AVHS Thrift Store & More
 1123 E Main St, Auburn WA 98002
 253-545-0314 | www.auburnvalleyhs.org

NW Spay & Neuter Center
 6401 Pacific Ave, Tacoma 98408
 253-627-7729 | nwspayneuter.org

AVHS Shelter
 4910 A St SE, Auburn WA 98092
 253-249-7849 | www.auburnvalleyhs.org

Accidents do happen and reporting them is important to our organization. Incidents or building issues need to be reported as well. Please complete the report after the incident or accident as completely as possible. Turn in your form to your supervisor. If needed, make a copy to take to the doctor or urgent care facility. Thank you for your support – our furry critters really appreciate it!

Basic Incident			
Date of Incident:	Time of Incident:		
Incident Type:	<input type="checkbox"/> Injury/Illness <input type="checkbox"/> Assault <input type="checkbox"/> Complaint	<input type="checkbox"/> Vandalism <input type="checkbox"/> Theft <input type="checkbox"/> Environment	<input type="checkbox"/> Fire <input type="checkbox"/> Equipment/Asset Damage <input type="checkbox"/> Other
Exact location of the incident:			
Details of Incident (please include names of individuals involved, and narrative of what occurred)			
INCIDENT INFORMATION			
First Name:		Last Name:	
Address:			Email:
City:	State:	Zip:	Phone Number:
If required list Animal Name:		Animal ARN#:	
Who was injured/involved person? (please circle)	Employee	Volunteer	
Body part injured:			
Does injury/incident require medical care or follow-up?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Were any of the following contacted?	<input type="checkbox"/> Police/Fire	<input type="checkbox"/> Parent/Guardian/Care provider/Emergency Contact	<input type="checkbox"/> Ambulance
First Aid treatment received?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Treatment details:	
If medical attention is required for an injury received during the performance of your work or volunteer tasks, all treatment is fully covered by L&I Workmen's Compensation Insurance. Please take a copy of this report with you.			
Name of anyone who witnessed the incident/accident:			Phone:
Injured/Involved Person Signature:			Date
Admin:			Date
L& I Claim Number:	#	L&I Claim Verified: Yes/No	Date

**Addendum A: AVHS STAFF/VOLUNTEER
INCIDENT/ACCIDENT REPORT PROCEDURES**



**If you are injured while working or volunteering
at AVHS please follow these steps:**

1. Call 911 if necessary
2. Administer first aid as needed
3. Notify the AVHS supervisor on duty immediately
4. **Fill out an AVHS Staff/Volunteer Incident Report immediately.**
5. **PLEASE TAKE A COPY OF THIS FORM TO THE DOCTOR!**
6. If needed, seek medical attention
 - a. If you are bitten by an animal and the bite breaks the skin, YOU MUST seek medical attention.
- If you are scratched by an animal and the scratch breaks the skin, depending on the severity, YOU SHOULD seek medical attention.
- If medical attention is required for an injury received during the performance of your work or volunteer tasks, all treatment is fully covered by L&I Workmen's Compensation Insurance. **Please take a copy of your incident report with you.**
- Please notify the medical facility that you were injured while performing work or volunteer duties for Auburn Valley Humane Society and that our **Work Comp Insurance is L&I.**
- When you receive paperwork from L&I, please be sure **to notify** those medical facilities of **your L&I Case Number.**
- If you have any questions, please have them call the AVHS supervisor on duty at 253-249-7849.

The closest non-emergency medical care is:

Multicare Indigo Urgent Care	South Auburn Medical Clinic	Tran Urgent Care	Concentra Urgent Care
7096 Lakeland Hills Way Suite 103	3830 A Street SE #204	710B S 38 th St	2602 S 38 th St Suite C
Auburn, WA 98092	Auburn, WA 98002	Tacoma, WA 98418	Tacoma WA 98409
253-545-3650	253-804-9190	253-719-7767	253-475-5908

If you, as an employee or volunteer, are party to or witness an incident:

1. Complete the AVHS Incident/Accident Report immediately
2. Call 911 if necessary
3. Notify the AVHS supervisor on duty immediately
4. Take pictures of the injured parts and scene for documentation

Definition of an incident:

An incident is an event, occurrence or happening that is out of the normal activities of the shelter or thrift store. Events such as an injury, assault, or complaint that may seem minor in importance but needs to be reported. If there is vandalism, theft or chemical spill, these incidents need to be reported. If equipment is damaged or a fire occurs, these events need to be reported on the AVHS Incident/Accident Form. Several individuals may complete a form for the same incident.

Procedures:

1. AVHS employee/volunteer will make a copy of the form for the customer or parties involved. The Customer will provide AVHS with expenses incurred by the customer to Auburn Valley Humane Society within 14 days of the incident.
2. AVHS employee/volunteer gives the original form to the AVHS President/CEO. A copy is provided to the Medical Director if an AVHS animal is involved. A copy is provided to the Director of Public Services if a customer is involved.