



Policy &
Procedure

Animal Bite Policy

Supersedes: 10/15/1976

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Approved:

Page 1 of 1

STATEMENT POLICY:

When threatened or attacked, but unharmed by an animal, an employee should:

1. Call Animal Services immediately at 723-3259 to report the incident and give details.
2. Report the incident to their supervisor.

If bitten by an animal, immediately seek medical attention. If medical attention is not immediately available and the wound is minor, wash thoroughly with soap and water.

It is important to follow the following procedures when bitten:

EMPLOYEE'S RESPONSIBILITIES:

1. Attempt to establish animal's identity and get the owner's name, address and phone number.
2. Seek immediate medical attention at: Essentia's Dept. of Occupational Medicine
400 E. 3rd St. (8:00 A.M.-4:00 P.M.) or
St. Mary's Emergency Room after hours (or
for severe wounds) 407 E. 3rd St.
3. Report incident to supervisor and to Animal Services at 218-723-3259. If Animal Services staff is unavailable leave a message on their voicemail and call 911 for immediate police response.

SUPERVISOR'S RESPONSIBILITIES:

1. Call Animal Services immediately at 723-3259 to report the incident and give details.
2. Fill out First Report of Injury and Incident Report Form, and email to AccidentReporting@DuluthMN.gov

Once the incident has been reported to Animal Services and the animal has been identified, Animal Services staff will contact the owner to ensure that the animal is observed for rabies.

The City will seek medical expense reimbursement from the animal's owner as a result of a bite requiring medical care to an employee. The immediate supervisor should contact the City Claims Adjuster to report the incident.

The City's insurance carrier will begin subrogation research automatically upon claim submission of an animal bite. Employees will be contacted by the insurance carrier to determine if a 3rd party is financially responsible for the animal bite.

Point of Contact: Safety and Training Officer, (218) 730-5208