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POLICY: I: 17 - Personal Injury On-The-Job Incidents

DATED: October 1997

UPDATED: September 2023

APPROVED: Executive Director of Facilities and Construction:



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I. PURPOSE

The purpose of this procedure is to ensure on-the-job personal injury incidents during the course of employment are properly treated, reported, investigated and documented to provide appropriate health care for Facilities Management (FM) employees. In addition, methods of prevention are reviewed for future safety.

II. DEFINITIONS

- A. **On-the-Job Incidents** - Incidents which occur while the employee is performing University business.
- B. **Panel Physicians** – Panel of physicians listed on the Human Resources webpage.

III. RESPONSIBILITIES

- A. The Executive Director of Facilities and Construction - Responsible for the overall implementation of this procedure.
- B. FM Directors and Managers – Responsible for ensuring their employees are knowledgeable of this procedure as well as University Policy 1312 (Worker's Compensation/Return to Work).
- C. Supervisors – Responsible for ensuring employees are trained on equipment, safety procedures are followed, and proper personal protective equipment (PPE) is provided and used. In the event of an incident, the supervisor ensures the Accident/Incident Form is properly filled out and submitted.
- D. Employees - Responsible for following safety procedures, taking precautions to prevent incidents, using PPE provided for the scope of work for jobs. Employees are also responsible for following proper procedures in the event of an incident, completing the required reports and providing the respective office(s) with the doctor's orders for time off, light duty, etc.

#### IV. PROCEDURE

- A. Incidents should be reported immediately to a direct supervisor or manager. Incidents can also be reported directly to Human Resources if necessary.
- B. For serious injury requiring Emergency Medical Services (EMS) contact Campus Police at 540-568-6911.
- C. In the event of an incident which first aid or medical treatment is necessary, the employee should:
  - 1. Contact the injured employee(s)' shop supervisor to notify them of the incident.
  - 2. Complete and submit the Accident/Incident Report form.
  - 3. Employees who incur work-related incidents, injuries or illnesses must select a physician listed on the Panel of Physicians form. No other physician will be compensated for services rendered except when referred by a university-approved physician. See University policy 1312 (Worker's compensation/Return to Work).

NOTE: This selection must be made even if the injured employee chooses not to seek treatment at the time of the incident.

- 4. If emergency treatment is necessary, the injured employee can be directed to the emergency room (ER). However, follow-up care must be with a panel physician or a specialist if referred at the time of the ER visit.
- 5. Employees may drive themselves to the appointment if they feel they are physically able to do so with the supervisor's approval. Supervisors may also transport employees with minor injuries to a panel physician or ER.
- 6. A supervisor may request a drug test if impairment is suspected.
- 7. Transportation to and from follow-up appointments, including therapy, made due to an on-the-job incident is the responsibility of the employee.
- 8. Medical staff at the treatment center must be notified this is a work related incident prior to medical care.

- D. Upon notification of an incident, the employee's supervisor is to:
1. Determine necessary aid is provided or on the way.
  2. Assist with first aid or CPR if the supervisor has been trained in these areas.
  3. Contact Campus Police at 568-6911.
  4. Assist in the completion of the Accident/Incident form.
  5. If an injured employee chooses to be seen by a panel physician, they must be seen within three days of the incident/injury.
  6. If the injured employee is sent to the hospital and admitted, Risk Management shall be notified.
  7. Ensure the Accident/Incident form and any additional required paperwork is received by the Human Resources staff.
- E. Incident Investigation
1. The Risk Management Accident Investigator will complete an inquiry into the incident.
  2. The Investigator should consider:
    - a. If appropriate PPE was used.
    - b. If other employees were involved.
    - c. If any unsafe conditions or acts existed.
    - d. How the incident may have been prevented.
  3. The investigation should be completed and submitted in a reasonable amount of time.