



FACILITIES MANAGEMENT DEPARTMENT

POLICY: I: 17 - Personal Injury On-The-Job Accidents
Procedure Review:

DATED: October 1997
UPDATED: May 2018

APPROVED: Executive Director of Facilities and Construction: _____

I. PURPOSE

The purpose of this procedure is to ensure on-the-job personal injury accidents arising out of, and in the course of, university employment are properly treated, reported, investigated and documented to provide appropriate health care for Facilities Management (FM) associates and utilized to determine methods of prevention and safety.

II. DEFINITIONS

- A. **On-the-Job Accidents** - Those accidents which occur while the associate is performing University business.
- B. **Panel Physicians** – Panel of physicians listed on the James Madison University Human Resources webpage. Accident/Incident Form.

III. RESPONSIBILITIES

- A. The Executive Director of Facilities and Construction - Responsible for the effective implementation of this procedure.
- B. FM Directors and Managers - Ensure of their employees know the details of this procedure and of University Policy 1312 (Worker's Compensation).
- C. Supervisors – Responsible for ensuring employees are properly trained on equipment they are using, safety procedures are followed, and proper personal protective equipment is provided and used. In the event of an accident, the supervisor ensures the Accident/Incident Form is properly filled out and submitted to the Human Resources Benefits office.

- D. Employees - Responsible for following safety procedures for their own safety, the safety of others, taking proper precautions to prevent accidents, using the personal protective equipment provided for the current scope of work for jobs. Also responsible for following the proper emergency procedures in the event of an accident, completing the required reports and providing the respective office(s) with the doctor's orders for time off, light duty, etc.
- E. Risk Management Accident Investigator - Shall investigate Facilities Management personnel accidents, determine how the accidents may have been avoided, recommend procedures for future prevention of similar accidents, reports accidents to the committee responsible for reviewing incidents and promoting worker safety and training. Also responsible for completion all necessary documentation.
- F. The Risk Management Committee meets monthly to discuss accidents, evaluate causes and propose preventive measures.

IV. PROCEDURE

- A. Accidents should be reported immediately to a direct supervisor or manager. Accidents can also be reported directly to Human Resources Benefits office if necessary.
- B. Serious accidents are those that threaten the life of the individual. Loss of consciousness, not breathing, and severe bleeding are examples of accidents which are serious, or could be life threatening.
- C. In the event of a life threatening accident, call the JMU Police at 86911. If you are unable to get to a telephone or radio, shout for help.
- D. If you discover someone who has had a life threatening accident:
 - 1. Make sure it is safe for you to help them.
 - 2. Call for help. Find the nearest telephone or radio and call Campus Police, 86911. Stay with the injured associate until help arrives.
 - 3. If an injury is a threat to life or limb, professional medical care or transportation by medical personnel should be sought.
 - 4. Provide any first aid that you are trained and qualified to give.
 - 5. Notify a Facilities Management Manager about the accident, what has happened, and who was injured.

E. In the event of an accident for which first aid or medical treatment is necessary involving an FM employee, the associate is to:

1. Call the injured staff member(s) shop supervisor to notify them of the accident.
2. Complete and submit the Accident/Incident Report form.
3. Employees who incur work-related accidents, 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).

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

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

F. Upon notification of an accident, the employee's supervisor is to:

1. Determine necessary aid is provided or on the way.
2. Assist with first aid or CPR if needed if the supervisor has been trained in these areas.
3. Contact Campus Police at 86911.

4. Assist in the completion of the Accident/Incident form.
5. Determine if the injured employee wishes to be seen by a panel physician. It is the employee's decision whether to be seen by a physician at the time of the accident. If an injured employee chooses to be seen by a physician, they must be seen within three days of the accident/injury.
6. If the injured employee is hospitalized, Risk Management is to be contacted.
7. Ensure the Accident/Incident form and any additional required paperwork is received by the Human Resources Benefits office.

G. Accident Investigation

1. The Risk Management Accident Investigator will complete an inquiry into the accident.
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 accident may have been prevented.
3. The investigation should be completed and submitted in a reasonable amount of time.