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

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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 accidents 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 Accidents** - Accidents which occur while the employee is performing University business.
- B. **Panel Physicians** – Panel of physicians listed on the Human Resources webpage. Accident/Incident Form.

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).
- 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 accident, the supervisor ensures the Accident/Incident Form is properly filled out and submitted.
- D. Employees - Responsible for following safety procedures, taking precautions to prevent accidents, using PPE provided for the scope of work for jobs. Employees are also responsible for following 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.

IV. PROCEDURE

- A. Accidents should be reported immediately to a direct supervisor or manager. Accidents 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 accident which first aid or medical treatment is necessary, the employee should:
 - 1. Contact the injured employee(s)' shop supervisor to notify them of the accident/incident.
 - 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 (ER). 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 they are physically able to do so with the supervisor's approval. Supervisors may also transport employees with minor injuries to a medical provider for the 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. Medical staff at the treatment center must be notified this is a work related accident.

- D. 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 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. 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 sent to the hospital, Risk Management is to be contacted.
 7. Ensure the Accident/Incident form and any additional required paperwork is received by the Human Resources staff.

E. 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.