
POLICY: I: 17 - Occupational Incident and Injury Reporting

DATED: October 1997

UPDATED: September 2024

APPROVED: Executive Director of Facilities and Construction:



I. PURPOSE

The purpose of this procedure is to ensure occupational incidents are properly reported, treated, and investigated.

II. DEFINITIONS

- A. **Occupational Incidents** - Incidents which occur while the employee is performing University business.
- B. **Panel of Physicians** – Physicians listed on the who have been authorized by the University to provide treatment for occupational injuries.

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 –Ensures the Accident/Incident Form is properly filled out and submitted.
- D. Employees - 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, manager, or Human Resources.

- B. For a serious injury contact Campus Police at 540-568-6911.
- C. If first aid or medical treatment are required, the employee should:
1. Notify supervisor or manager .
 2. Complete and submit the Accident/Incident Report form.
 3. Following occupational injuries, employees must select a physician listed on the Panel of Physicians maintained on the Human Resources webpage. No other physician will be compensated for services rendered except when referred by a university-approved physician. See University policy 1312 (Workers' 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 should be directed to the emergency room (ER). 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, is the responsibility of the employee.
 8. Medical staff at the treatment center must be notified this is a occupational incident prior to medical care.
- D. Upon notification of an incident, the employee's supervisor is to:
1. Ensure necessary aid is provided.
 2. Assist with first aid or CPR if properly trained
 3. Contact Campus Police at 540-568-6911.
 4. If an injured employee chooses to be seen by a panel physician, they must be seen within three days of the incident/injury.

5. If the injured employee is sent to the hospital and admitted, Risk Management shall be notified.
 6. Ensure the Accident/Incident form and any additional required paperwork is received by the Human Resources staff.
- E. Risk Management will complete the subsequent investigation.