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## 4.509 Work Related Injuries and Reporting

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Work Related Injuries and Reporting</b>  <b>Policy 4.509</b>	
<b>Human Resource Policies</b>		Effective date:	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	February 9, 2012
Revised (Non-substantive)	Office of University Counsel	N/A	May 17, 2017
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of Human Resources	Director of University Human Resources	937-769-1375	All Employees

## I. Introduction and Purpose

Antioch University (“AU” or the “University”) strives to provide a safe and secure working environment for all employees. However, when a work related injury or illness occurs (i.e. injuries and illnesses that arise out of, or are incurred in the course of job related activities on behalf of the University), the University shall provide appropriate medical care and treatment to the injured worker through the Workers’ Compensation program as required and in accordance with specific state laws in which we operate. This policy identifies expectations of University employees for compliance with law related to workplace injury or illness. It also sets forth the associated procedures for employees, supervisors, the Director of the Office of Human Resources (“HR”), and University HR when such incidents occur.

## II. Policy

Worker’s compensation Coverage is provided for all employees that are injured or become ill while acting within the course and scope of their duties. By state law, coverage begins automatically the first day of employment.

HR at each campus (and University HR for the Central Office) is responsible for managing employee claims in accordance with local state law and for tracking and reporting such matters according to OSHA guidelines. In addition, University HR is responsible for the overall administration of the University Workers' Compensation programs in accordance with state law and the federal Occupational Safety and Health Administrations ("OSHA").

All accidents, injuries, illnesses, and hearing loss occurring at work or arising out of or in the course of employment must be reported, even if no medical attention is required. An injury or illness is considered work-related for (OSHA) reporting purposes if an event or exposure in the work environment caused or contributed to a condition or significantly aggravated a pre-existing condition. This includes injuries while the employee is on break, in the restroom, traveling on business or engaged in work activities such as training required by the employer.

For further information on workers' compensation regulations and benefits specific to your location, contact HR.

### **III. Procedures**

#### **A. Notification of First Report of Injury/Illness Reporting Procedures**

1. Employees must make a First Report of Injury Form # 4.509:01 of all work related injuries and illnesses, regardless of severity, to their supervisor or HR and complete the state required Employee's Claim for Workers' Compensation Benefits form as soon as practical and in most cases within 24 hours of occurrence. This form will be provided by HR or supervisors.
2. In the unlikely event of hospitalization or death of an employee, OSHA requires reporting within eight hours of the event.
3. Employees and the supervisor shall notify HR as soon as practical and in most cases within 24 hours of the employee's First Report of injury or illness.
4. Supervisors and/or HR will ensure that immediate first aid is provided and, depending upon the severity of the injury, transportation should be provided to medical facilities. In the case of serious injuries, emergency medical personnel should be called.
5. Supervisors shall complete a Supervisor First Report of Work Injury Form and forward to HR as soon as practical and in most cases within 24 hours of the incident. This report will describe the facts and circumstances surrounding the reported injury or illness.
6. If off-campus medical treatment has been obtained, the employee must return the completed copy of the Work Status Report to HR. The Work Status Report shall include a certification from the health care provider that the employee is fit for duty without posing an undue risk of harm from returning to work to the employee or others (see section V paragraph C below for further information).

7. Work related injuries or illnesses that are not promptly reported may become impossible to verify. This could cause delays in obtaining workers' compensation benefits or the claim may be denied. In cases of potential safety violations, delays in reporting injuries may delay necessary reporting to state and federal workplace safety agencies and result in unnecessary fines and liability for late reporting.

#### **IV. Investigation of Work Related Injuries and Illnesses**

To prevent a recurrence of a work related injury or illness, all parties must contribute to the investigation of the environment and circumstances which allowed the illness or injury to occur.

A. Affected employees must provide accurate and detailed information to their supervisor and HR surrounding the injury or illness.

B. Witnesses to the occurrence must provide all information they possess surrounding the injury or illness.

C. Supervisors and HR must examine all aspects of the occurrence including as applicable:

1. Whether the employee had been properly trained?
2. Were appropriate safety precautions or warning signs in place?
3. Was appropriate personal protective equipment in use?
4. What environmental issues contributed to or created a hazard?
5. Were there unusual circumstances surrounding the event?
6. Had there been similar occurrences which did or did not result in injury/illness previously?

D. HR's investigation shall include documentation of reports given by the employee, witness(es), and the supervisor, as well as concise description of the immediate environment and the equipment/articles related to the injury/illness including photos whenever possible. HR may request University Human Resources to conduct additional investigations as needed to minimize risk and the probability of repeated occurrences.

E. The Workers' Compensation carrier/third party administrator depending on the location and state law may perform additional investigations or record reviews as needed to establish evidence of liability.

#### **V. Medical Treatment and Return to Work**

##### **A. Minor Injury or Illness**

If the injury can be treated through application of first aid techniques either at the work location, or through the designated providers or healthcare professionals in accordance with local state law, the employee ordinarily should return immediately to normal duties.

**B. More Serious Injury or Illness**

Employees, who experience an injury or illness which requires care beyond first aid, must be seen by the designated providers or healthcare professionals in accordance with local state law.

**C. Serious or Life Threatening Injury or Illnesses**

911 should be called to arrange transport to an appropriate health care facility such as a hospital emergency room or occupational health center.

**D. Work Status Report**

The employee shall provide HR with a “Work Status Report” completed by the treating health care provider regarding medical certification and directions to either:

1. Return to work with no restrictions;
2. Return to work with modifications; or
3. Remain off work for a specified duration.
4. The employee must return the “Work Status Report” to HR as soon as practical and in most cases within 24 hours. If the healthcare provider has directed the employee to remain off work; the employee must notify HR immediately by telephone and return the report as soon as possible. It is always the employee’s responsibility to provide appropriate medical certification from the treating physician and to keep the employer informed of any need for leave. Failure to properly report an absence or need for leave as soon as practicable may result in disciplinary action.

**Forms Cross Reference**

First Report of Injury	Form 4.509:01
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