

UNIVERSITY OF TOLEDO

SUBJECT: REPORTING WORK RELATED INJURY / ILLNESS Procedure No: S-08-018
FOR EMPLOYEES, STUDENT EMPLOYEES AND STUDENTS

PROCEDURE STATEMENT

The University of Toledo will monitor, evaluate and trend injury or illness or other unusual events involving medical staff, employees, student employees and students. This report will not be used as a disciplinary tool against employees of the University.

PURPOSE OF PROCEDURE

To allow for documentation and later evaluation and trending of injuries and illnesses or unusual events at the University of Toledo. The report function is to evaluate processes, systems and functions and to comply with recordkeeping requirements of the Public Employees Risk Reduction Program (PERRP) of the State of Ohio.

PROCEDURE

An Injury/Illness Report should be completed for any event which is not consistent with the routine operation of the facility, or any circumstance that threatens the physical safety and well-being of medical staff, employees, student employees and students regardless of whether an actual injury or illness is involved.

All University personnel have a responsibility for initiating an Injury/Illness Report (Form #SH001) whenever it is warranted. Any staff member who discovers an event or is first to the scene has an obligation to begin processing the Injury/Illness Report in a timely manner and to carry out the following functions:

1. Obtain necessary assistance for any injured or ill person and/or correction of hazardous situations.
2. Immediately notify the appropriate medical/safety/supervisory staff.
3. Document correct information related to the occurrence by completing the Injury/Illness Report, following the instructions on the back of the form.

Please note: This report is NOT to be used for incidences involving patients.

ONLY UT EMPLOYEES SHOULD INITIATE, COMPLETE, AND SIGN THE INJURY / ILLNESS REPORT

4. Have your supervisor review the Form.
5. Supervisors will then write any necessary comments and sign the form.
6. Send the form to the Safety & Health Department, on the Main Campus at Mail Stop 405, North Engineering Room 2350 or on the Health Science Campus at Mail Stop 1078, Mulford Library Room 011.

GENERAL INFORMATION

Injury/Illness reporting will be utilized to facilitate safe conditions and serve as a source of trending information for review by the Safety & Health Committee. It will also serve for Attorney/Client communication, in conjunction with determining a means for reducing and eliminating risk where possible.

The Injury/Illness Report is not a part of any medical record and no reference to it will be included in any medical record. Injury/Illness Reports are sent to the Safety & Health Department, and are not to be placed in personnel files. The Report itself is not to be used as a disciplinary tool against employees.

Workers experiencing an injury or illness on the premises of the University of Toledo may have an examination by a physician in the UT Medical Center Emergency Department or University Health Services. Responsibility for payment of Emergency Department services will be determined on a case by case basis by the Risk Management Department. Should anyone decline an examination it should be so indicated on the Injury/Illness Report in the description of event section.

If more than one individual is involved in an event, a separate Injury/Illness Report is to be completed for each person.

In the event of an UNUSUAL OR SEVERE accident or injury, the Hospital Administrator on call (campus operator), department chairman, Risk Management (x4570) and appropriate Safety and Health (x5069) personnel should be notified by telephone as soon as possible. Circumstances of each Injury/Illness Report will be investigated as necessary.

The Injury/Illness Report shall be forwarded to Safety & Health Department, on the Main Campus at Mail Stop 405, North Engineering Room 2350 or on the Health Science Campus at Mail Stop 1078, Mulford Library Room 011, within 24 hours after the event. Each department may retain the pink copy for respective departmental investigation if necessary.

The Safety & Health Department will maintain all Injury/Illness reports.

Source: Safety & Health Department

Effective Date: 01/01/08

Review/Revision Date: