

## On-the-Job Accident Procedures

### Employee Responsibilities

1. Immediately report accident/injury to supervisor if physically possible. In the event of an emergency, seek treatment at the nearest hospital (call Public Safety extension 6666). In the event that the injury occurs outside of normal business hours, report to Public Safety and report to or contact the Benefits Office in the morning of the next business day.
2. Following notification of supervisor, report to the Benefits Office and complete ***Employer's First Report of Accidental Injury or Occupational Disease form***. The Benefits Office will provide you with a referral for treatment, claim number, and contact information for Horizon Casualty. Outside the normal business hours, Public Safety will provide the referral.
3. Report to Public Safety and file Public Safety report as soon as possible after reporting to the Benefits Office. Complete and return the ***Employee Checklist for Work Related Accident form*** to the Benefits Office.
4. Obtain medical treatment with authorized providers only. The Benefits Office will make initial referrals. Your case manager at Horizon Casualty and Bureau of Risk Management must authorize follow-up treatment and future referrals. The authorized provider is **Valley Health Network**. Return all forms including the completed ***Employers First Report of Accidental Injury or Occupational Disease form*** to the Benefits Office.
5. Schedule all follow-up doctors appointments to minimally disrupt operations (e.g. beginning of the workday, end of the workday, during own time) dependent on availability of appointment from medical facility. This should be coordinated with your supervisor.
6. Maintain regular contact with supervisor and the Benefits Office following all doctors' appointments. A doctor's note must be brought to the Benefits Office following all office visits. In the case of absence from work, a doctor's note must be brought to the Benefits Office prior to the return to work clearing the employee to return to work. In the event that there are restrictions, the doctor must list them and the Benefits Manager and supervisor will make an assessment if modified duty can be accommodated for a specified period of time.

### **Supervisor Responsibilities**

1. Immediately tend to medical emergencies. Call Public Safety (extension 6666) to request ambulance if necessary.
2. Instruct employee to complete paperwork in the Benefits Office and then proceed to Public Safety to report the accident. In the event of an emergency, seek treatment at the nearest hospital (call Public Safety extension 6666).
3. In the event that the injury occurs outside of normal business hours, report to Public Safety and report to or contact the Benefits Office in the morning of the next business day.
4. Ensure transportation of employee is arranged. Consult with Public Safety or the Benefits Office regarding transportation protocol. Please ensure the employee will be transported back to campus after treatment.
5. Investigate accident by checking location, talking to employee and witnesses and reviewing Public Safety report if and when available. Determine if hazardous conditions or safety violations exist and act accordingly (i.e. correct situation or report the condition). Consult with the Director of Environmental Health and Safety and Benefits Office regarding unsafe conditions.
6. Sign Employer's First Report of Accidental Injury or Occupational Disease. Provide precise details of what was observed at the time accident was witnessed or investigated.
7. Keep in touch with employee out of work regarding return to work status.
8. Communicate with employee regarding doctor's appointments, physical therapy appointments.
9. Consult with Benefits Office regarding employee's status and ability to return to work with or without restrictions.
10. Work with the Benefits Office to accommodate any restrictions in the event of modified duty assignments for a specified period of time.

**Public Safety Office Responsibilities**

1. Call ambulance if necessary.
2. Immediately investigate all accidents and injuries reported.
3. Issue an incident report. The incident report should include details uncovered during the investigation.
4. Provide authorization to medical facility to treat the employee if occurrence is outside normal business hours.
5. May transport injured employee to medical facility depending on availability of staff. May transport employee back to campus depending on availability of staff.
6. In the event that an injury occurring outside normal business hours leads to an inpatient hospital admission or fatality, immediately contact the Benefits Manager at home.
7. Serve on Accident Review Committee.

**Benefits Office Responsibilities**

1. Assist employee with Employer's First Report of Accidental Injury or Occupational Disease.
2. Input Employer's First Report of Accidental Injury or Occupational Disease in computer system and obtain claim number for employee.
3. Refer employee to appropriate medical facility for treatment.
4. Refer employee to Public Safety to complete an incident report.
5. Instruct Public Safety (Desk Officer) to inspect the scene immediately if they have not already done so.
6. Instruct supervisor to inspect the scene immediately if they have not already done so.
7. Review accident and incident reports for patterns of injury/illness, hazardous conditions, and/or safety violations.
8. Serve as liaison between Risk Management, Horizon Casualty and supervisor.

9. Serve as liaison between Public Safety, Environmental Health & Safety, and unit to ensure accidents are investigated and appropriate action is taken.
10. Maintain contact with supervisor regarding employee's return to work status and modified duty availability. Communicate employee's restrictions to supervisor.
11. File for temporary compensation benefits with Risk Management on behalf of the employee in the event that an employee is disabled for more than seven days.
12. Send all medical bills related to incident to Division of Risk Management/ Horizon Casualty for processing.
13. Serve on Accident Review Committee.

**Environmental Health and Safety Responsibilities**

1. Review work procedures/practices after accidents and make appropriate recommendations.
2. Conduct and coordinate training in safety and health procedures.
3. Perform site inspections to identify and minimize unsafe conditions.
4. Investigate workplace safety concerns.
5. Serve on Accident Review Committee.

**Division of Risk Management/Horizon Casualty Responsibilities**

1. Oversee medical management of the injury.
2. Establish 3-point contact with employee, doctor and College.
3. Authorize treatment for employee.
4. Maintain contact with employee.
5. Attempt to return employee to modified duty position for specified period of time.
6. Process bills for pay