



## UNIVERSITY PROTOCOL FOR ON THE JOB INJURIES

The objectives in establishing and communicating this protocol:

- Fulfill the “Be Known” promise and our Christ-centered ethos, in the ways we interact with and support injured employees
  - Communicate points of contact and roles for employees to ensure adequate support
  - Provide information to ensure timely reporting
- I. A report of an on-the-job injury should be given to the injured employee’s supervisor and People & Culture according to the timeline in the matrix on Page 2. People & Culture contact information:
- a. During Business Hours:
    - i. People & Culture at 503-554-2180
    - ii. Aga Luptak at 503-554-2181
  - b. After Business Hours (only in the case of a serious injury resulting in hospitalization, amputation, loss of an eye, or in the case of a fatality):
    - i. Campus Public Safety at 503-554-2090
- II. People & Culture will communicate with employees regarding:
- a. Federal Medical Leave Act (FMLA)
  - b. Impact on pay
  - c. Workers compensation (W/C) carrier contact and claim number
  - d. Medical certifications required
  - e. Return to work status updates required
  - f. Light duty assignments
- III. People & Culture will review the identified monthly reports of work-related injuries with the Safety Committee to determine causes, trends, prevention of future occurrences, etc.

## Timeline and Forms for Reporting On-The-Job Injuries

Type of Injury	Employee	Supervisor	People & Culture
Requiring <ul style="list-style-type: none"> <li>● minimal or no treatment</li> <li>● first aid;</li> <li>● security response</li> </ul>	<ul style="list-style-type: none"> <li>● Report to Supervisor the same day</li> <li>● Complete Incident/Accident Report form with Supervisor the day of the incident</li> </ul>	<ul style="list-style-type: none"> <li>● Complete and submit to HR the Incident/Accident Report form within 1 week</li> </ul>	<ul style="list-style-type: none"> <li>● Review the documentation with the Safety Committee</li> </ul>
Requiring <ul style="list-style-type: none"> <li>● Medical Treatment such as doctor visit, urgent care, ER visit, and/or</li> <li>● time loss</li> </ul>	<ul style="list-style-type: none"> <li>● Report to Supervisor immediately</li> <li>● Complete Incident/Accident Report form and 801 form immediately or as soon as reasonably possible</li> </ul>	<ul style="list-style-type: none"> <li>● Submit the Incident/Accident Report and the 801 form to HR the day of the injury</li> </ul>	<ul style="list-style-type: none"> <li>● Complete 801 and submit claim to SAIF within 5 days of incident or determination that injury may be work related</li> </ul>
Inpatient Hospitalization	<ul style="list-style-type: none"> <li>● Report injury to Supervisor immediately or as soon as medically able</li> <li>● Complete 801 form (when stabilized)</li> </ul>	<ul style="list-style-type: none"> <li>● Report to HR immediately</li> <li>● Submit the Incident/Accident Report and the 801 form to HR immediately</li> </ul>	<ul style="list-style-type: none"> <li>● Report to OSHA within 24 hrs of hospitalization if hospitalized within 24 hours of incident; otherwise,</li> <li>● Complete 801 and submit to SAIF within 5 days of incident/hospitalization</li> </ul>
Chemical Exposure	<ul style="list-style-type: none"> <li>● Follow Safety Data Sheets for first aid instructions.</li> <li>● Report injury immediately to Supervisor</li> <li>● Complete 801 form (when stabilized)</li> </ul>	<ul style="list-style-type: none"> <li>● Offer First aid assistance according to Safety Data Sheets</li> <li>● Report to HR immediately</li> <li>● Submit the Incident/Accident Report and the 801 form to HR immediately</li> <li>● Attach copy of SDS sheet to the</li> </ul>	<ul style="list-style-type: none"> <li>● Complete 801 and submit SAIF within 5 days of the incident.</li> </ul>

		Accident/Incident Analysis	
Amputation	<ul style="list-style-type: none"> <li>Follow first aid protocol</li> <li>Report to Supervisor as soon as medically able</li> <li>Complete 801 form (when stabilized)</li> </ul>	<ul style="list-style-type: none"> <li>Call 911</li> <li>Report to HR immediately</li> <li>Submit the Incident/Accident Report and the 801 form to HR immediately</li> </ul>	<ul style="list-style-type: none"> <li>Report to OSHA within 24 hrs of amputation if it occurs within 24 hours of the incident.</li> <li>Complete 801 and submit to SAIF within 5 days of incident/amputation</li> </ul>
Injury to the Head and Neck	<ul style="list-style-type: none"> <li>Follow first aid protocol</li> <li>Report to Supervisor as soon as medically able</li> <li>Complete 801 form (when stabilized)</li> </ul>	<ul style="list-style-type: none"> <li>Offer first aid assistance.</li> <li>Report to HR immediately</li> <li>Submit the Incident/Accident Report and the 801 form to HR immediately</li> </ul>	<ul style="list-style-type: none"> <li>Report to OSHA within 24 hrs of the injury if hospitalized.</li> <li>Complete 801 and submit to SAIF within 5 days of incident</li> </ul>
Loss of eye	<ul style="list-style-type: none"> <li>Follow first aid protocol</li> <li>Report to Supervisor as soon as medically able</li> <li>Complete 801 form (when stabilized)</li> </ul>	<ul style="list-style-type: none"> <li>Offer first aid assistance or call 911</li> <li>Report to HR immediately</li> <li>Submit the Incident/Accident Report and the 801 form to HR immediately</li> </ul>	<ul style="list-style-type: none"> <li>Report to OSHA within 24 hrs from loss of eye</li> <li>Complete 801 and submit to SAIF in 5 days of incident/loss</li> </ul>
Fatality		<ul style="list-style-type: none"> <li>Report to HR immediately</li> <li>Submit the Incident/Accident Report and the 801 form to HR immediately</li> </ul>	<ul style="list-style-type: none"> <li>Report to OSHA within 8 hrs. of death if within 30 days of incident</li> <li>Complete 801 and submit to SAIF immediately.</li> </ul>

Forms located at [http://www.georgefox.edu/offices/plant\\_services/safety/](http://www.georgefox.edu/offices/plant_services/safety/)

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