

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 Human Resources according to the timeline in the matrix on Page 2. Human Resources contact information:
- a. During Business Hours:
 - i. Human Resources 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. Human Resources will communicate with employees regarding:
- a. Federal Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) rights
 - 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. Human Resources will review de-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	Human Resources
Requiring minimal or no treatment	None	None	None
Requiring <ul style="list-style-type: none"> • first aid; • security response; and/or • time missed from work 	<ul style="list-style-type: none"> • Report to Supervisor same or next business day • Complete Incident/Accident Report form same or next business day 	<ul style="list-style-type: none"> • Report to Human Resources (HR) by end of next business day 	None
Requiring Medical Treatment such as doctor visit, urgent care, ER visit	<ul style="list-style-type: none"> • Report to Supervisor same day • Complete 801 form same or next day 	<ul style="list-style-type: none"> • Complete 801 and submit to HR by end of the business day following injury. • Complete Accident/Incident Analysis ACTION form within 1 week 	<ul style="list-style-type: none"> • Complete 801 and submit claim to W/C carrier within 72 hrs. of incident or determination that injury may be work related
Inpatient Hospitalization	<ul style="list-style-type: none"> • Report injury to Supervisor immediately or as soon as medically able • Complete 801 form (when stabilized) 	<ul style="list-style-type: none"> • Report to HR immediately • Complete 801 and submit to HR by end of business day following injury • Complete Accident/Incident Analysis ACTION form within 1 week 	<ul style="list-style-type: none"> • Report to OSHA within 24 hrs. of hospitalization if hospitalized within 24 hours of incident; otherwise, ? • Complete 801 and submit to W/C carrier within 72 hrs. of incident/hospitalization
Amputation	<ul style="list-style-type: none"> • Report to Supervisor as soon as medically able • Complete 801 form (when stabilized) 	<ul style="list-style-type: none"> • Report to HR immediately • Complete 801 and submit to HR by end of business day following injury • Complete Accident/Incident Analysis ACTION form within 1 week 	<ul style="list-style-type: none"> • Report to OSHA within 24 hrs of amputation if it occurs within 24 hours of incident. • Complete 801 and submit to W/C carrier within 72 hours of incident/amputation

Loss of eye	<ul style="list-style-type: none"> • Report to Supervisor as soon as medically able • Complete 801 form (when stabilized) 	<ul style="list-style-type: none"> • Report to HR immediately • Complete 801 and submit to HR by end of business day following injury • Complete Accident/Incident Analysis ACTION form within 1 week 	<ul style="list-style-type: none"> • Report to OSHA within 24 hrs. from loss of eye if it occurs within 24 hours of incident. • Complete 801 and submit to W/C carrier within 72 hrs. of incident/loss
Fatality		<ul style="list-style-type: none"> • Report to HR immediately • Complete 801 and submit to HR by end of business day following fatality • Complete Accident/Incident Analysis ACTION form within 1 week 	<ul style="list-style-type: none"> • Report to OSHA within 8 hrs. of death if within 30 days of incident • Complete 801 and submit to W/C carrier within 24 hrs. of incident/death

Forms located at http://www.georgefox.edu/offices/plant_services/safety/