



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, Darby Thiessen @ 503-554-2188 or 503-538-8383
 - If Darby is not available, Lisa Burton @ 503-554-2183
 - 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. Darby Thiessen @ 503-707-4075
 - ii. Peggy Kilburg @ 503-476-4267
- II. HR will communicate with employees regarding:
- a. FMLA/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. HR will review de-identified monthly reports of work-related injuries with 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 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/