

Safety and Health Policy and Procedure Manual

OCCUPATIONAL INJURY REPORTING Section 0090

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SCOPE

The North Carolina Worker's Compensation Act (North Carolina General Statutes, Chapter 97) covers all university employees, including full-time faculty, staff (EPA and SPA), senior administrative officers, part-time employees, temporary employees, and student employees. The North Carolina Industrial Commission (NCIC) ensures that each employer administers the provisions of the Act. An employee who suffers an occupational injury or contracts an occupational illness within the meaning of the Worker's Compensation Act, is entitled to benefits provided by the Act.

The North Carolina Occupational Safety and Health Act also covers all university employees. This Act is administrated by the North Carolina Occupational Safety and Health Administration (OSHNC) within the Department of Labor. Injuries and illnesses suffered by employees while at work must be recorded and this record available for examination by OSHNC.

These two agencies have different regulations and required reports concerning how injuries and illnesses are recorded. As a university, we must strive to comply with both agencies' requirements to prevent recurrence and ensure prompt and proper care. In addition, the university strives to maintain a work place free of recognized hazards and has established this procedure to allow for the reporting of situations that have almost, or may soon cause injury. This will allow for corrective action before an injury occurs.

STANDARDS

- OSHNC Part 1904--Recordkeeping; North Carolina Department of Labor, Division of Occupational Safety and Health.
- Human Resources Services, Policy for Staff Employees, Section X, Health and Workers' Compensation, UNCG Human Resources Services.

PROCEDURES

I. MEDICAL CARE FOR INJURED EMPLOYEES

When an employee is injured, the primary concern will be to obtain proper medical treatment to effect a cure for the injury. If the injury is life threatening or requires emergency care, contact the University Police and they will in turn contact Greensboro Emergency Communications. If the injury is not life threatening, the employee must go to the Student Health Service in the Gove Health Center for treatment. When the Student Health Service is not operating, the employee may obtain medical care at a local emergency room or physician's office.

An employee who must undergo lengthy treatment or surgery by a medical professional other than those at the Student Health Service, must secure approval from the Workers' Compensation Administration in Human Resource Services. Surgery required for emergencies is exempted from this requirement.

II. EMPLOYEE'S RESPONSIBILITY

Employees with work related injuries or illnesses have several responsibilities that must be completed to ensure that benefits are received and further injuries are prevented. First, an injured employee is responsible for reporting the injury to their supervisor immediately. Failure to provide written notice to the supervisor within thirty days may disqualify the employee from receiving workers' compensation benefits.

If this injury requires professional medical care, then the employee must complete the sections denoted for employees, of the appropriate forms. These will include forms: [NCIC Form No.19](#) , [HRS301](#) . When the employee has completed all appropriate sections, the forms should be given to the supervisor for completion and distribution. The employee portion of this form must be completed, leaving no spaces blank. This is critical, as all of the information requested will be used to decide if the case is reportable to OSHA and the Industrial Commission. The information provided will remain confidential. In cases where requested information does not apply, write "N/A" in the blank provided.

If the injury does not require professional medical care, then Form HRS301 may be completed by the employee and his supervisor. This form may be used to report minor injuries that do not require immediate medical attention, or if the employee or supervisor want to report an incident that may cause greater injury in the future.

In addition, Form HRS301 may be completed if an employee is nearly injured or perceives that an injury could have resulted from an incident. This situation is sometimes called a Near Miss, as an injury may have resulted if one or two things had happened differently. Again, this form should be completed by the employee and the supervisor. Forwarding this form to the department head and the Office of Safety may prevent an injury from occurring in the future.

III. SUPERVISOR'S RESPONSIBILITY

The injured employee's supervisor must immediately contact the Office of Safety at 334-HELP (4357). If no one is available to answer the call, a message should be left. The messages left on this phone line are monitored daily. Failure to contact the Office of Safety within eight hours of a fatality or serious injury will result in a violation of OSHA regulations and a potential fine for the department. In addition, the Office of Safety can advise which forms are to be completed and begin an investigation of the incident, if warranted. ([See Section V. Office of Safety Investigations](#))

If an injury requires professional medical care, then the supervisor must ensure that the employee completes the employee sections of the appropriate forms. The supervisor must then complete the supervisor portions of the same forms. These will include forms; [NCIC Form No. 19](#) and [HRS301](#) . The supervisor must ensure that the forms are completed and distributed, leaving no spaces blank. Detailed information concerning the nature of the injury or illness and its treatment is especially important. This is critical, as all of the information requested will be used to decide if the case is reportable to OSHA and the Industrial Commission. Information does not apply, write "N/A" in the blank provided. See [Section IV](#) of this policy for more details.

As a follow-up report of an injury that requires the employee to miss work days, the supervisor must inform the Office of Safety and Human Resources Services of the total amount of time missed by the employee. In addition, time that an employee works in a reduced capacity must be reported as restricted duty time to the Office of Safety. Please contact the Office of Safety at 334-HELP for assistance in determining if an employee is considered on restricted duty.

IV. INJURIES REQUIRING FIRST AID ONLY OR NEAR MISSES

Form HRS301 was developed as an internal reporting mechanism to allow minor injuries, not requiring medical care, to be reported. In addition, it was designed to allow incidents that do not result in injury, but may have under different circumstances, to be reported to the Office of Safety and the department head. This may prevent an injury from occurring in the future. **This form cannot be used when medical bills are incurred because of the accident.** This form is only required to be completed if the employee or the supervisor feel that it is necessary.

V. OFFICE OF SAFETY INVESTIGATIONS

When an injury or illness is reported to the Office of Safety, information from this initial call will decide if an investigation by that office is necessary. Determining factors will include the nature and severity of the injury, previous occurrences of similar injuries, and if the caller is requesting help with the investigation. In addition, Human Resources Services may request an investigation to aid in liability determination. The primary purpose of this investigation is to determine root causes and not to affix blame. The primary responsibility for the investigation in other cases lies with the supervisor and department head.

VI. CORRECTION OF HAZARDS

Any hazards discovered as the result of an accident investigation will be addressed to the appropriate department head for correction. If immediate correction of the hazard is not possible, the department head will take required action to ensure that a similar injury or illness is not repeated. This may require a change in operations or placing an area off limits.

VII. UNIVERSITY REPORTS

OSHA 300 Log

The Office of Safety maintains the OSHA 300 Log for the university, based on information received about work related injuries and illnesses. **This Log must be maintained for a five year period. In addition, this Log must be updated with records of total lost or restricted workdays.** The OSHA Form 300A, Summary of Work-Related Injuries and Illness, will be posted annually between February 1 and April 30 at the Office of Safety and Human Resources Services.

THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO
OCCUPATIONAL ACCIDENT CHECKLIST

Supervisor's Checklist

Injury or Illness Occurs:

- Dial 4444 on campus, or 911 off campus to ensure prompt medical care. If the employee requires medical attention, escort the employee to Gove Health Center.
 - Contact the Office of Safety at 334-HELP(4357), leave a message during non-operational hours.
 - Assist injured employee with completion of forms: NCIC Form No. 19 and HRS301. To determine which forms are to be completed, contact the Office of Safety.
 - Ensure completeness of forms and distribute as indicated on multi-part forms.
 - Keep a record of any lost work days and report total to the Office of Safety and Human Resource Services.
 - Follow up with department head and Office of Safety to ensure that injury causing hazards are mitigated
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