**USU Facilites Accident Reporting Procedure**

Updated 8/29/2017

1. Caring For An Injured Employee (All Facilities Employees)
   1. Our first priority is always the employee. An injured employee requires immediate attention. This may include: simply lending support to the injured employee; administering first-aid; accompanying the injured employee to WorkMed or the Emergency Room; or ultimately calling 911 **(See Appendix A for first Aid locations).**
   2. Administer emergency first aid if necessary. If an employee sustains a serious injury, first aid measures may be necessary while awaiting the arrival of emergency medical personnel. If you are not trained or comfortable administering first aid, notify someone who is. At the very least, stay with the injured employee until someone more qualified arrives on the scene.
   3. Serious injury may not be apparent from an unqualified observation. Minor injuries may become serious without expert first aid. Make sure the effects of an injury aren’t exacerbated because the employee is permitted to resume his normal duties without being checked out.
   4. There is also a concern about other employees. If the injury is the result of an exposure to some kind of an immediate safety hazard, others may be at risk. Take steps right away to get a safety hazard corrected, if one is present. If the conditions are hazardous beyond the employee’s training, then the area should be vacated and authorities called.
2. Injured Employee’s Responsibilities (All Facilities Employees)
   1. Report the injury to your direct supervisor.
      1. How and when the supervisor is contacted is determined by injury severity. Once the medical condition is stabilized, you need to immediately contact your direct supervisor.
      2. Contact your supervisor in person, if possible, via the phone or other means if face to face contact is not feasible.
      3. Even minor/ incidental injuries and near misses should be reported to the supervisor. This will help to protect the employee should the injury worsen.
      4. In the case that the direct supervisor is unavailable, move to the next level up in the line organization to communicate your injury (Supervisor→ Manager→ Director).
   2. If medical attention is necessary, an employee must initially visit WorkMed.
      1. WorkMed is located in the at 412 North 200 East in Logan, just east of Smiths.
      2. [Open hours Monday](https://intermountainhealthcare.org/locations/location-details/logan-clinic/workmed-logan/) – Friday 8:00AM to 4:30PM.
      3. WorkMed accepts walk-in visits during normal business hours. If your injury does not demand emergency room care, you should seek medical attention during WorkMed’s operating hours.
      4. Employees have the right to change Doctors after the initial WorkMed visit.
      5. If the injury is severe enough to require immediate emergency room care, employee should go to the [Logan Regional Hospital emergency room](https://intermountainhealthcare.org/locations/logan-regional-hospital/medical-services/Service%20Locations/Service%20Location%20Detail/?service=26563e78-5650-40df-8b9c-04322398eff1&location=def81b41-7fb9-4988-a109-83412c57761a) located at 500 E 1400 N.
   3. The employee is responsible for contacting the Facilities’ Safety Manager and help in the process of submitting a WCF First Report of Injury form.
      1. This form initiates the WCF insurance claim process.
      2. If the injury is severe enough that communication with the Safety Manager is restricted, your supervisor or a delegate can assist in this process

d. The supervisor may ask the injured employee to participate in the Supervisors Accident Investigation and the accompanying report.

1. It is responsibility of the injured employee to maintain communication with Facilities and communicate any work restrictions. Active cooperation is important in the recovery process. All those involved in the return to work process must be aware of any workplace restrictions and if they change.
2. Every Facilities employee who is injured on-the-job and seeks medical attention through our workers compensation carrier is issued, by the medical provider, a **Patent-Employer Visit Summary**. This form notifies the employer of the nature of the injury, when the employee can return to work, and under what restrictions the employee can work.
   * 1. If the treating health care provider issues you workplace restrictions, those restrictions must be submitted to the supervisor and/or the Facilities Safety Manager in an expedient manner.
        1. If the injured employee is unable to submit the workplace restrictions on the day they are issued, have the medical provider fax them to the Safety Manager.
        2. The fax number is 435-797-1925.
     2. The injured employee must give notice to the supervisor or the Facilities’ Safety Manager of all upcoming medical appointments in relation to the workplace injury.
     3. Whenever the treating health care provider changes or updates previous workplace restrictions, it is then the responsibility of the injured employee to submit the latest workplace restrictions to the supervisor or the Facilities’ Safety Manager.
        1. The new workplace restrictions should be submitted to Facilities before the employee begins the next work shift.
     4. When the treating health care provider removes any workplace restrictions, it is again the responsibility of the injured employee to submit the return-to-work release to the supervisor or the Facilities’ Safety Manager.
        1. The release to work should be submitted to Facilities before the employee begins the next work shift.
3. The injured employee may be asked to participate in Return-to-Work planning and follow-up meetings.
4. Supervisor’s Responsibilities (All Facilities Supervisors).
5. The steps taken after an accident has occurred can make a significant difference in the employee’s well-being and Facilities’ productivity.
6. Lend support to the injured worker. Make sure that the worker is safe and that the area is secure for other workers.
7. Immediately contact the Safety Manager so that the Facilities’ accident investigation process can be initiated.
8. Accompany the injured worker to the Emergency Room/WorkMed immediately following the incident, especially when the worker cannot safely drive his/herself.

i. If the injured employee goes to the Emergency Room during the normal work shift, then the supervisor should accompany the employee to the Emergency Room.

1. In situations when the supervisor is unable to accompany the injured employee to the ER or WorkMed, somebody may be assigned to act in place of the Supervisor.

2. The direct supervisor should try to visit the injured employee as soon as possible after the injury.

1. When accompanying the employee to receive medical attention, the supervisor’s role is one of support and assistance.
2. The supervisor should obtain a copy of the employee’s release to work or restrictions from the treating health care provider and deliver it to the Facilities Safety Manager on the day of the injury.
3. Visit the scene of the accident as soon as possible, preferably the same day as the accident. This will be the beginning of the incident analysis.
   * 1. This site visit should be in cooperation with a member of the Safety Committee and or the Safety Manager.
4. Inform the employee to fill out the Workers Compensation paperwork.
   * 1. Generally, the Facilities’ Safety Manager will assist the injured employee with the Workers Compensation paperwork.
     2. If the injured employee has difficulties visiting the Facilities Safety Office, the supervisor may be asked to assist in this process.
5. Fill out the [Supervisor's Accident Investigation Report](https://usu.service-now.com/usu/catalog_item.do?sysparm_id=21f5e8471307a6009df150bf3244b09d).

i. This should be done after visiting the scene of the accident, speaking with the injured employee, and interviewing any witnesses of the accident.

ii. The purpose of the accident report is to determine the underlying causes of the accident and what could have been done to prevent the accident from occurring. This information will be used to prevent further accidents.

1. The injured employee is paid for the entire day of the accident whether he/she is at a medical provider facility or at home. Therefore, when an employee who is required to fill out a timecard has an accident, he/she will use task code **109** for the time on the timecard from the time of the accident until the end of the shift.

i. When necessary, participate in the injured employee’s Return-to-Work plan and make workplace accommodations as necessary. (See the Return-To-Work Policy)

1. Facilities’ Safety Manager’s Responses.
   1. Personally investigate all incidents requiring medical care or substantial property damage.
   2. Provide an auxiliary support to the supervisor or the Safety Committee member with the incident analysis.
   3. Prepare the Workers Compensation paperwork in cooperation with the injured employee.
   4. Notify others that a workplace injury has occurred:
      1. Campus Environmental Health and Safety Office
      2. Vice President of Facilities
      3. Facilities Human Resource Office
      4. Facilities Safety Office
   5. If workplace restrictions are prescribed by the injured employee’s medical provider, the Safety Manager should help to ensure that the restrictions are accommodated and that the injured employee can safely perform accommodated job tasks.
   6. Work in conjunction with the Safety Committee to determine root causes of the accident. Develop and implement plans to prevent further occurrences of the accident.
   7. Participate in follow-up interviews and evaluation of the accident analysis and return-to-work process.
   8. Maintain and file the WCF paperwork.
2. Safety Committee Member’s Response
   1. The Safety Committee member will follow-up with the injured employee, the supervisor, and any witnesses to the accident within 24 -48 hours of the accident.
   2. If possible, visit the accident site on the same day it occurs.
      1. Whenever possible, visit the site with the supervisor and or Safety Manager

c. Determine the underlying and root causes of the accident.

d. Conduct a meeting where the underlying causes of the incident are discussed with the entire crew.

i. During this meeting the following outcomes will occur: Investigate the Root Causes; Retrain; Correct Procedural Inadequacies; Develop and Implement Solutions; Support and Motivate Employee’s Safety.

ii. The outcomes of the meeting need to be related to all of Facilities.

f. Present the information gathered during the analysis to the Safety Committee at the regularly scheduled meeting.

g. Gather any further information concerning the incident requested by the Safety Committee.

1. Safety Committee’s Responses.
   1. Review the Supervisor’s Accident Report.
      1. The Safety Committee member assigned to the incident will lead the discussion.
   2. Develop and initiate plans to remedy or mediate the contributory causes of the incident.
   3. Disseminate the accident prevention information throughout Facilities.
2. Business Manager
   1. The Business manager will need to reconcile the injured employee’s timecard for any lost-time that occurs due to the incident.
      1. The injured employee must use their own leave, for any lost-time, for the first three calendar days after the accident.
         1. Must have doctors note that specifies that employee cannot work.
         2. Doctor visits and physical therapy do not count as lost time.
      2. After the third calendar day, if the injured employee misses work the employee will receive workers compensation benefits. The employee will earn 2/3rds of the wage up to a certain cap depending on normal pay rate. The missed time should be entered in as Z-WORKCOMP. The business manager should coordinate with the Safety Manager (who will coordinate with WCF) to determine the appropriate time to enter under Z-WORKCOMP for each work day that the injured employee is off.

iii. The employee can use their annual or sick leave to coordinate with the workers compensation benefits. The employ would have to use 1/3 of a day of annual or sick leave for each day out on workers compensation benefits.

Return to Work Procedure

Utah State University Facilities is committed to providing a safe and healthy work environment for all employees. Preventing injuries and illnesses is very important to the process. Managing and caring for injured employees is just as important.

If an employee is injured, the return to work process will provide assistance to the injured employee. An injured employee will get immediate and appropriate medical attention, then opportunities will be created for the injured employee to return to safe and productive work as soon as medically possible.

Our ultimate goal is to return injured employees to their original jobs. If an injured employee is unable to perform all the tasks of the original job, we will make every effort to provide transitional work that meets the injured employee’s capabilities.

The support and participation of management and all employees are essential for the success of Facilities’ return to work process.

1. If the injured employee’s health care provider issues a release to work without any restrictions, then there is no need to initiate the return-to-work procedure. Follow business as usual.
2. If the injured employee is issued restrictions by the treating health care provider, and able to return to work, then Utah State University Facilities will make every effort to accommodate the stated restrictions.
3. As soon as an injured employee is issued restrictions, the restrictions need to be delivered to the supervisor and the Facilities Safety Manager.
   1. When the supervisor is supporting the injured employee at the medical facility, it will be the supervisor’s responsibility to make sure that copies of the restrictions are delivered to the Facilities’ Safety Manager. The restrictions should be delivered the same day that they are issued.
   2. When the employee is issued restrictions without the support of a supervisor, it is then the responsibility of the employee to make certain that the restrictions are delivered to the supervisor and the Facilities Safety Manager as soon as possible. The restrictions should be submitted the same day that they are issued.
4. Maintain regular contact with the injured employee while the employee is off of work or is temporally transferred to another job task.
5. The Facilities Safety Manager will be responsible for initiating and overseeing the Return-To-Work process.
   1. The Facilities Safety Manager will initiate the Return-To-Work Program upon notification that an employee has been placed on workplace restrictions.
   2. Upon receiving an employee’s restrictions, the Facilities Safety Manager will contact the employee’s direct supervisor to review the restrictions and determine if the restrictions can be accommodated within the individual shop. Accommodating the restrictions within the employee’s own crew is the preferred approach to transitional employment.
      1. If the restrictions can be accommodated within the employee’s own crew, then the Facilities Safety Manager, the employee’s supervisor and/or manager, and the employee will meet to discuss the restrictions, the accommodated assignments, and timelines for the transitional employment. This meeting will produce the injured employee’s transitional employment plan known as a Bona-Fide Offer.
      2. If the restrictions are unable to be accommodated within the employee’s own crew, then the Transitional Employment Team will meet to locate tasks, within Facilities, suitable to the restrictions.
         1. Once tasks that accommodate the restrictions are in place, then the Facilities Safety Manager, the employee’s supervisor and/or manager, and the employee will meet to discuss the restrictions, the accommodated assignments, and timelines for the transitional employment. This meeting will produce the injured employee’s transitional employment plan or Bona-Fide Offer.

iii. When the injured employee’s supervisor or manager is not available, the Facilities Safety Manager has the ability to make some immediate decisions that will return the employee to work as soon as possible.

* 1. The Facilities Safety Manager, the employee’s supervisor and/or manager, and the employee will continue to meet and discuss the employee’s transitional employment plan on a weekly basis, when restrictions change, when accommodating tasks change, or whenever it is necessary.

1. Upon completion of the employee’s transitional employment plan, the employee will participate in a Return-To-Work interview.
   1. The interview will include an entire review of the employee’s experience. This will cover topics including the following: the accident; the medical care; the transitional employment plan; and return to unrestricted employment.

Appendix A

