

REPORTING WORK-RELATED INJURIES AND ILLNESSES

The Occupational Safety and Health Administration (OSHA) requires employers to inform their employees of how he or she is to report a work-related injury or illness. "Work-related" means an event or exposure in the work environment that either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness.

Since most work-related injuries and illnesses would be covered by Workers' Compensation, the Workers' Compensation web site (<http://www.palmbeachstate.edu/x18850.xml>) provides information to our employees on how to report them. When reporting them, you should also remember that Board Policy [6Hx-18-5.84](#), "Drug and Alcohol Free Workplace," requires employees of the College to be drug-tested following an accident or injury.

In summary, reporting a work-related injury or illness should be done as follows:

- If you or another employee needs emergency medical assistance:
 - o Call 911 and then campus Security. Campus Security will contact Benefits personnel in the Office of Human Resources, Safety & Risk to inform them of the injury or illness. Campus Security Officers will serve as first responders and ensure that the responding emergency personnel are directed to the right location. They will provide the employee with the paperwork necessary for conduct of a drug test at the hospital. They will also collect appropriate information and complete an Accident/Incident Report to document the accident/incident and inform College management and staff.
 - o While in the Emergency Room, inform staff that you have sustained a Workers' Compensation injury or illness and that you will need to be drug-tested.
 - o After treatment in the Emergency Room, contact Benefits personnel in the Office of Human Resources, Safety & Risk.

- If the injury or illness does not require emergency medical assistance:
 - o Contact your supervisor and Benefits personnel in the Office of Human Resources, Safety & Risk immediately. If your injury or illness is after normal business hours, contact Security on your campus immediately and Benefits personnel on the next business day. You must do this even if you decide not to seek medical treatment in order to document the accident/incident.
 - o Benefits personnel will refer you to a certified Workers' Compensation physician or facility. You must have a referral form. Do not go to your personal physician, as it will not be covered under Workers' Compensation. You will also be given the paperwork necessary for conduct of a drug test in accordance with College policy.

See the Workers' Compensation web site for additional information.