



## Safety & Risk Office 5-Minute Safety Talk No. 3 – Reporting Your Work-Related Injury or Illness

*Note to Supervisor: This 5-Minute Safety Talk (in some places, it might be called a Toolbox Talk or a Tailgate Talk) is designed not only to communicate important safety information to your employees, but also to be given to them by you, which will hopefully reinforce the message and let them know your expectations for safety. You can use the text below as a script to be rendered verbatim or just as talking points to be stated in your own words. Please also complete the attendance listing on the last page and send it to Safety & Risk, Mail Stop 66.*

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 Insurance, the Workers' Compensation web site provides information to you on how to report them. To access it, click on "Human Resources" at the bottom of any College web page, then click on "Benefits" on the left-hand side of the Human Resources web page, then click on "Workers' Compensation" on the left-hand side of Benefits web page.

When reporting an injury, 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.

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. If the emergency occurs after normal business hours and your campus does not have 24/7 coverage by Security, call 911, but remember to notify Security on the next business day.
  - o During normal business hours, Campus Security will contact Benefits personnel in the Office of Human Resources to inform them of the injury or illness. Otherwise they will do so on the next business day.

- If present, 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 a Workers' Compensation brochure and the paperwork necessary for conduct of a drug test at the hospital.
  - They will also collect appropriate information to conduct an investigation of the accident/incident and complete an Accident/Incident Report to document the occurrence and the facts surrounding and inform College management and staff. This is very important because the A/I Report will allow the determination of any root cause(s) for the occurrence so that steps to prevent it in the future can be taken.
  - While in the Emergency Room, inform staff there that you have sustained a Workers' Compensation injury or illness and that you will need to be drug-tested.
  - After treatment in the Emergency Room, contact Benefits personnel in the Office of Human Resources.
- If the injury or illness does not require emergency medical assistance:
- Contact your supervisor and Benefits personnel in the Office of Human Resources immediately.
  - Contact Security on your campus and inform them. If your injury or illness occurs after normal business hours and your campus does not have 24/7 coverage by Security, contact Security 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.
  - Security personnel will conduct an investigation and complete an Accident/Incident Report.
  - 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.

In summary, it is important to report work-related injuries and illnesses so that you can receive the necessary treatment and so that steps can be taken to prevent the future recurrence of the accident or incident. Contact your supervisor, Benefits and Security immediately after the occurrence so that this process can be completed in a timely manner.

## 5-Minute Safety Talk No. 3 – Reporting Your Work-Related Injury or Illness Attendance List

Presenter: \_\_\_\_\_ Date/Time: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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**Send to the Safety & Risk Office, Mail Stop # 66, when completed.**