



WHAT TO DO IN THE EVENT OF AN INJURY

WHEN AND HOW TO REPORT INJURIES/NEAR MISSES

Employees must promptly report all accidents, occupational injuries/illnesses, and near misses to their supervisor and the Environmental Health & Safety (EH&S) office. The employee and/or supervisor will complete an OSHA's 301: Injury and Illness Incident Report (as found on Evergreen's EH&S web page).

Supervisors and/or employees must report any major injury/accident resulting in a hospital visit, amputation, equipment damage, or death to the EH&S office immediately.

SEEKING TREATMENT

Ensure that the injured employee gets appropriate medical treatment. Your work area should have a first aid kit for treating minor injuries. Call 911 for serious injuries

The injured employee can be treated by an off campus health care provider for more serious injuries.

- Check to make sure the provider is authorized by L&I (secure.lni.wa.gov/provdir/)
- The on campus health center does not bill insurance. This means L&I cannot pay the Evergreen Health Center for medical treatment.

FILLING OUT AND SUBMITTING AN OSHA 301 ACCIDENT REPORT FORM

If possible the injured employee should fill out OSHA's 301: Injury and Illness Incident Report. If the employee is unable to fill out the form, the Supervisor will fill out the form to the best of their ability.

Once the form is completed copies need to be distributed to the following within 5 days.

- EH&S (Taylor.Slaughter@evergreen.edu)
- Human Resources (HumanResources@evergreen.edu)
- Business Services (Holtl@evergreen.edu)



ACCIDENT SCENE PRESERVATION

In cases of the following:

- Anything resulting in a hospital visit where an employee is admitted
- Amputation or loss of an eye
- Death

The accident scene is to be secured and preserved. If the scene needs to be disturbed in order to move/assist the injured employee, that is ok. However this needs to be noted in the accident investigation. Otherwise, every effort will be made to keep the scene.

If the scene needs to be restored in order to maintain essential functions, the issue will be discussed between the Department Supervisor and EH&S before returning the scene to normal.

If consent is granted, photos of the area and applicable measurements will be taken to demonstrate what the scene looked like at the time of the incident.

The EHS office will investigate and document the incident. Only the EH&S Manager or Department Manager can release the site for return to service.

FOLLOWING UP AFTER THE INCIDENT

Stay in contact with the employee. Ask the employee if the health care provider gave them work restrictions or a note taking them off work. Forward any documentation to HR, Business Services, and EH&S.

Depending on the work restrictions, the College may be able to locate a temporary light duty position elsewhere on campus or be able to restructure the employee's current position to allow them to return to work. Contact HR or EH&S to explore options. It is the College's goal to get injured workers back at work as soon as medically feasible. This helps keep our worker comp insurance rates down and it helps keep injured employees in the work force. L&I has a financial incentive program to provide temporary light duty work to injured employees. L&I may reimburse up to 50% of the injured employee's wage, \$1,000 for training, \$400 for clothing, and \$2,500 in tools and equipment as part of their Stay at Work program. Contact EH&S for more information.

If the employee was off work or on work restrictions, make sure they have a release from their medical provider to return to work or to full duties.