

**In the event that you have a work-related injury or illness:**

1. Report your injury or illness to your direct supervisor or their designee.
2. Complete the Employee section of the *Employee Injury/Illness Report* and have your supervisor or their designee complete the Supervisor section. For a contaminated sharps injury, also complete a Sharps Injury Log. These forms are available on Hospital intranet under "Forms".
3. Seek medical attention if needed:
  - Report to Employee Health & Wellness (or the ED during off hours or in a life-threatening emergency).
  - Employee Health & Wellness or the ED will complete the Medical Information section of the Employee Injury/Illness Report.
  - Tell your doctor or practitioner that your injury is work-related.
  - If you have not received medical attention at this time, this must be noted on the form.
4. Hospital staff: fax Employee Injury/Illness Report & Sharps Injury Log to 631-706-4230 (internal: "9" 706-4230). Research Foundation staff: mail/fax to RF Human Resources. Provide a copy to your supervisor.
5. Notify the NYS Accident Reporting System (ARS) Monday to Friday from 9 AM - 9 PM at 888-800-0029.
6. Notify your supervisor or designee and Timekeeping of any time off due to the workplace injury/illness.
7. If you are losing time from work due to a work related injury/illness, medical documentation must be provided from your health care practitioner to Timekeeping (fax: 444-5822). The note from the practitioner should state you are disabled due to a work-related injury and provide an estimated date of return.
8. Report any incidents involving medical equipment to Biomedical Engineering (444-1420).

9. Report any incidents involving workplace violence to your supervisor and complete the WPV form in SB Safe if the incident involves a patient or visitor.

**Important:** In order for the State Insurance Fund to evaluate your case for payment of Workers' Compensation wage replacement benefits and medical bills, you must submit an Employee Injury/Illness Report in a timely matter and notify ARS. If you will be out of work, you must also provide a medical report from your practitioner stating you have a work-related disability.

**"You Got Caught Being Safe" Program**

Environmental Health & Safety (EH&S) has a **safety recognition program** to acknowledge staff for performing safe acts and/or promoting a safety culture at the hospital. If you would like to nominate a staff member for this recognition, please email EH&S at [yvonne.walsh@stonybrookmedicine.edu](mailto:yvonne.walsh@stonybrookmedicine.edu) and provide the person's name, department, supervisor and details on why they are deserving.

**For Further Information, Please Contact:**

**Timekeeping (Hospital Workers' Compensation):** 4-4377

**Employee Health & Wellness:** 4-7767

**Environmental Health & Safety:** 4-6783

**Reference:** Administrative Policy HR:0016, Employee Occupational Injury/Illness Reporting



**Stony Brook  
Medicine**



**Occupational  
Injury  
&  
Illness  
Prevention  
(OIIP)**

**The Key to Safety is in  
YOUR Hands.**

# A Safer, Healthier Stony Brook - The Key to Safety is in Your Hands.

## The most prevalent types of injuries and illnesses that impact our hospital staff are:

1. **Contaminated Sharps** (e.g., needlesticks)
2. **Ergonomic Sprains** (patient handling, trash handling, and handling or transporting supplies or equipment)
3. **Lacerations, Contusions and Sprains** (slips, trips, falls, and impact)
4. **Workplace Violence injuries** during patient care

## Did you know that in a typical year.....

- ◆ About **800 Employee Injury/ Illness Reports** are filed by our staff!
- ◆ Due to these injuries and illnesses, our employees were unavailable to provide patient care and services for approximately **15,000 days!**

## In order to reduce our injuries and illnesses, we must ALL actively participate in injury prevention:

- Ensure the sharps safety feature is fully activated and immediately dispose any used sharps into a sharps container.
- When handling heavy equipment or supplies, use available equipment or ask for assistance.
- Always plan for the patient lift, repositioning or transfer prior to taking action and use the proper safe patient handling equipment.
- Be careful and alert to your surroundings. If you see spillage or wet floors, take immediate action to remediate. Post wet floor signs, if necessary.
- Secure loose wires to minimize tripping hazards.
- Familiarize and follow occupational safety policies which are posted on the Hospital's intranet, ThePulse.
- Avoid rushing as you or others may be injured.
- Always wear required personal protective equipment such as gloves, goggles, gown, mask or respirator.
- Know the location of your department's emergency equipment including the fire alarm pull station, fire extinguisher, oxygen shut off valve, spill kit, eyewash/safety shower and power outage box.
- If you see something, say something. Report unsafe conditions to your supervisor, Environmental Health & Safety (4-6783), or University Police (911) immediately.

## Workplace Violence Prevention Tips:

### Watch for signals that may that may be associated with impending violence:

- Verbally expressed anger and frustration,
- Body language such as threatening gestures,
- Signs of drug or alcohol use, and/or
- Presence of a weapon.

### Maintain behavior that helps diffuse anger:

- Present a calm, caring attitude.
- Don't match the threat.
- Don't give orders.
- Acknowledge the person's feelings.
- Avoid behavior that may be interpreted as aggressive (moving rapidly, getting to close, touching or speaking loudly).

### Be alert:

- Evaluate each situation for signs of escalating behavior which could lead to violence when entering a room or relating to a patient or visitor.
- Be vigilant throughout the encounter.
- Don't isolate yourself with a potentially violent person.
- Always keep an open path for exiting. Don't let the potentially violent person stand between you and the exit.

### Take these steps if you can't defuse the situation quickly:

- Remove yourself from the situation.
- Call University Police from a hospital phone at 911 or 631-632-3333 on a cell phone.
- Report any violent incident to your supervisor and complete the Workplace Violence Incident Report available in SB Safe.