

NOTE: This report contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Any employee who files a false report will be subject to the appropriate administrative action including disciplinary action pursuant to the Research Foundation policy.

EMPLOYEE INSTRUCTIONS:

1. Report your injury or illness to your direct supervisor or their designee immediately.
2. Get medical attention if needed. Report to the University Hospital Emergency Department (ED) during off hours or in a life-threatening emergency, and inform them that your injury is work-related.
3. The employee, employee's supervisor, University Hospital Emergency Department (ED) and/or your private medical provider are responsible for completing their section(s) of this report. If you have not received medical attention at this time, this must be noted on the report. NOTE: If medical attention is sought at a later date, documentation must be provided from your private medical provider to Human Resource Services, Research Foundation Benefits z=0751. Human Resource Services, Research Foundation Benefits will notify Environmental Health and Safety (EH&S), z=6200 for OSHA recordkeeping purposes.
4. All occupational injuries or illnesses that occur to employees while on duty must be promptly reported by the employee to fulfill legal reporting requirements under the NYS Workers' Compensation Laws and the Occupational Safety and Health Administration (OSHA).
5. **Complete this report within 24 hours after a work-related injury or illness.** Return the completed report to your supervisor or designee for proper distribution.
6. Supervisors are required to perform an investigation of the injury or illness to determine the root cause(s) and their corrective action(s) to be taken to prevent the incident from being repeated. This information must be provided in the Supervisors Statement section of the report.
7. The Employee Injury/Illness Incident Report must be completed in its entirety and signed legibly.
8. If the employee was exposed to a hazardous material or a bloodborne pathogen (BBP) the employee must be evaluated by the Department of Occupational and Environmental Medicine or the University Hospital Emergency Department (ED); however, the employee is not required to accept treatment. If the injury involves a BBP they must be evaluated within 2 hours of the injury.
9. Notify your direct supervisor or their designee and Human Resources Services, Research Foundation Benefits if your private medical provider extends the off-duty time beyond the time authorized by the Department of Occupational and Environmental Medicine or the University Hospital Emergency Department (ED).
10. If subsequent medical attention is received, documentation must be provided from your private medical provider to Human Resources Services, Research Foundation Benefits. The note from your private medical provider should contain a diagnosis code, prognosis, and estimated date of return.

Important: Promptly completing all of the above steps for reporting your work related injury/illness will ensure payment of all your compensable medical bills and lost work time. In order for Chubb Insurance to evaluate your case for payment of your Workers' Compensation wage replacement benefits and medical bills they need to have a copy of your injury/illness report from your employer and a medical report from a physician indicating your disability is due to your job-related injury.

Distribution:

Human Resources Services, Research Foundation Benefits, 390 Administration Bldg. z=0751 or Fax to 632-2417
Environmental Health & Safety, 110 Suffolk Hall z=6200