

VANDERBILT UNIVERSITY AND MEDICAL CENTER

HUMAN RESOURCES POLICIES AND PROCEDURES

SUBJECT: Staff Work-Related Accident and Injury Reporting

Policy # HR-011

EFFECTIVE DATE: March 1, 1998

(Revision Date January 1, 2003- changes noted in Red)

POLICY

Every staff member is to report any work-related injury or illness to his/her supervisor immediately or as soon as is practical. Upon being notified of the injury or illness, the supervisor should complete a "First Report of Work Injury" form. In the event an injury or illness requires medical attention, the supervisor should direct the staff member to the Vanderbilt Occupational Health Clinic (VOHC) between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday (exclusive of holidays). All serious injuries and illnesses occurring at any time, as well as non-emergent injuries and illnesses occurring when the VOHC is closed, should be referred to the Emergency Department (ED). 1

PROCEDURE

A. Definition

1. A work-related injury or illness is any injury or illness arising out of and during the course of employment. Staff compensation after a work-related injury or illness will be determined by the Office of Risk and Insurance Management.
2. All staff members, paid through the Payroll Department, are considered employees of Vanderbilt University and/or Vanderbilt University Medical Center. There are three types of staff employment : regular; temporary; and term positions.

B. Reporting Work-Related Accidents/Injuries/Illnesses

1. It is the responsibility of staff to report all work-related injuries and illnesses to his/her supervisor on duty immediately following the incident. Failure to report work related injuries and illnesses in a timely manner may result in the denial of benefits under the workers' compensation law.
2. Upon being advised of the incident, the supervisor on duty at the time of the incident should report immediately to the scene of the occurrence to assure prompt medical attention for the staff

member(s) involved and address any safety hazards which may have caused or contributed to the incident. In the event the incident occurs outside the staff member's home department, the supervisor on duty in the area where the incident occurs should report to the scene immediately.

3. It is essential that the "First Report of Work Injury" form be completed. It is the responsibility of the supervisor on duty to accurately and completely fill out this form. In addition to completing the "First Report of Work Injury," the supervisor should document the names of any co-workers of the injured staff member who may have witnessed the incident.
4. The supervisor should advise Institutional Safety of immediate hazards which warrant prompt investigation and/or remedy.

C. Medical Attention

1. When practical, the "First Report of Work Injury" form should accompany the injured staff member to the VOHC if medical treatment is required. If no medical treatment is required or if the staff member is treated in the ED, then the supervisor should fax the "First Report of Work Injury" form to the Office of Risk and Insurance Management. The original form should be forwarded to the Office of Risk and Insurance Management.
2. Staff members should inform the VOHC or the ED if s/he believes his/her injury or illness is work-related to insure proper billing procedures occurs.
3. Staff members requiring medical attention following a work-related injury or illness should receive initial treatment by the VOHC or ED as outlined in the above policy statement. If additional medical treatment is required, then the injured staff member will be offered a choice of a treating physician from a panel of physicians provided by either the VOHC or the Office of Risk and Insurance Management.

D. Lost Time From Work

1. If a staff member loses time from work following a work-related injury or illness, then the supervisor has a duty to notify the Office of Risk and Insurance Management. Once the staff member returns to work, the supervisor should notify the Office of Risk and Insurance Management .
2. Staff members may use accrued sick time to supplement workers' compensation benefits. It is also possible for staff members to supplement workers' compensation benefits with accrued vacation and holiday time. This procedure is coordinated between the staff member's supervisor and the Payroll Department.
3. Staff members receiving temporary total disability (TTD) benefits as a result of a work related injury or illness may be eligible for

participation in the Return to Work Program. Eligibility requirements and specific instructions are referenced in the Return to Work Program Policy.

(1) Time spent in VOHC or the ED due to a compensable work related injury or illness is considered work time. Once seen, a determination will be made to either send the staff member home or return him/her to work. The time in OHC or the ED should be recorded as non-productive work hours for payroll purposes.

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