

**FLORIDA ATLANTIC UNIVERSITY
ACCIDENT, INJURY, ILLNESS REPORTING
POLICY AND PROCEDURES
(Revised 4-07)**

PURPOSE:

These procedures clarify the steps to be taken in the event that a Florida Atlantic University employee* suffers an accident, injury or illness while in the course of their employment with the University. Additionally, these procedures are meant to clarify the responsibilities of employees, supervisors and other University officials as related to accident, injury, and illness reporting requirements.

* For the purposes of these policies and procedures the term "employee" also refers to "qualified volunteers" of FAU who are covered by the Florida Worker's Compensation Program.

POLICY:

Employees are required to immediately report all accidents, injuries, or illnesses suffered during the course of employment to their supervisors. In the event of injuries or illnesses requiring emergency medical treatment, employees must notify their supervisors as soon as practicable after receiving medical treatment. **All accidents, injuries, or illnesses requiring medical treatment must be reported to Corvel Corporation at 1-866-786-3351.** Employees are also required to report their injuries or illnesses to the Department of Human Resources (297-3077) as soon as possible after notifying their supervisors. Within 24 hours of reporting an accident, injury, or illness (or as soon as practicable following serious injury or illness), employees must complete the "Employee's Work Injury and Illness Report." (See exception below.) Employees are required to keep supervisors apprised of the employee's medical status, and/or work restrictions that may affect the employee's ability to perform his/her job.

Supervisors are required to investigate all accidents, injuries, or illnesses reported to them by their subordinates, and to take action to prevent the recurrence of accidents, injuries, or illnesses. Supervisors must complete the "Supervisor's Injury/Illness Analysis and Prevention Report" (See exception below.) within 24 hours of being notified of an accident, injury, or illness and forward the report to Environmental Health and Safety (EH&S).

Exception: Employees and supervisors may complete the "Employee/Supervisor Non-Medical Injury Short Form Report" in cases where the following conditions are met:

- The accident and/or injury was minor in nature. (minor cuts, scratches, bruises, etc.)
- No medical attention (except simple first aid) was required. (wash cut, apply bandage, cold compress, etc.)
- No medical costs were incurred or are expected to be incurred.
- The employee returned to his/her job immediately and no absences are expected.
- The supervisor agrees with the employee's account of the accident or injury.

The Department of Human Resources must immediately notify Environmental Health & Safety, by phone, fax, or e-mail, of all accidents, injuries, or illnesses reported by employees. Human Resources must immediately forward copies of all "First Report of Injury or Illness," Form DWC-

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1 (Rev. 11/94) received from the State of Florida's contracted Managed Care Provider to EH&S. Human Resources will provide 4-digit location codes, employee class titles, and employee class codes to the employee or the State's Managed Care Provider as necessary. Human Resources will coordinate the provision of all Worker's Compensation benefits to employees.

Environmental Health & Safety will review all accidents, injuries, or illnesses and may conduct their own investigation, or assist the supervisor in his/her investigation. EH&S will complete the "EH&S Injury/Illness Review," and will make additional recommendations as necessary to prevent accidents, injuries, and illnesses from recurring. EH&S will maintain accident reporting records, and will analyze data in order to focus accident, injury, and illness prevention efforts on the areas of greatest concern.

PROCEDURES:

Injuries or Illnesses Requiring Emergency Medical Treatment

(Major broken bones, severe cuts or lacerations, amputations, etc.)

1. Transport the injured person to the nearest emergency medical facility or call 911 for emergency medical assistance.
2. As soon as possible after receiving medical treatment, follow the steps for "**Injuries or Illnesses Requiring Medical Treatment**" below.

Injuries or Illnesses Requiring Medical Treatment

(Minor broken bones, sprains, strains, cuts, lacerations, etc.)

1. Injured employee notifies supervisor and Human Resources (297-3077).
2. Human Resources gives 4-digit location codes, employee class titles, and employee class codes to the employee (or to Corvel Corporation), and notifies EH&S of injury.
3. Injured employee calls **Corvel Corporation at 1-866-786-3351** to report injury and be directed to the nearest medical service provider.
4. Injured employee proceeds to medical service provider for medical treatment and either returns to work or contacts supervisor and provides work excuse.
5. Injured employee completes the "Employee's Work Injury and Illness Report" within 24 hours of injury and forwards to EH&S.
6. Supervisor investigates accident or injury and completes the "Supervisor's Injury/Illness Analysis and Prevention Report" within 24 hours of being notified of the injury and forwards to EH&S.
7. EH&S reviews and/or investigates accident or injury and completes "EH&S Injury/Illness Review."

Minor Non-medical Injuries and Illnesses

(Minor cuts, scrapes, bumps, bruises, etc)

1. Injured employee notifies supervisor.
2. Employee completes his/her portion of the "Employee/Supervisor Non-Medical Injury Short Form Report" within 24 hours of the injury and submits it to his/her supervisor.
3. Supervisor investigates accident or injury and completes his/her portion of the "Employee/Supervisor Non-Medical Injury Short Form Report" within 24 hours of the injury and forwards to EH&S.

Injuries and Illnesses While Traveling Outside the Local Area on University Business

1. Injured employee follows the appropriate steps listed above for the type of injury sustained.
2. Completion of forms may be delayed until the employee returns to the local area.
3. In some cases, employee may need to pay for services or use personal medical insurance and be reimbursed by Worker's Compensation later. (See Appendix B: Reporting Injuries and Receiving Medical Care while Traveling)

APPENDIX A: FORMS

- [Employee's Work Injury and Illness Report](#)
- [Supervisor's Injury/Illness Analysis and Prevention Report](#)
- [Employee/Supervisor Non-Medical Injury Short Form Report](#)
- [EH&S Injury/Illness Review](#)

APPENDIX B: TRAVEL WHILE ON UNIVERSITY BUSINESS

Reporting Injuries and Receiving Medical Care while Traveling

Employees who are injured while traveling (performing their job duties at an out of town location) and medical treatment is immediately required should seek medical treatment from a local hospital or emergency treatment facility; otherwise, treatment may be provided by the managed care provider (Corvel Corporation) upon the employee's return to the workplace. Employees who receive medical treatment for a work-related injury while traveling must immediately report the incident to their supervisor, so that it can be reported to Corvel, the managed care provider.

In order for an injury to be classified as "work-related," and thus compensable under the University's Workers' Compensation coverage, the injury must be shown to be directly related to the performance of the employee's work assignment. Workers' Compensation coverage may be in force 24 hours a day during a business trip. Although most employee activities are covered while traveling on University business, certain purely personal activities, such as consuming alcohol, may lead to injuries not considered compensable under Workers' Compensation coverage. Each reported injury will be thoroughly investigated by the Bureau of State Employees Workers' Compensation claims to determine whether the employee is eligible for compensation.

If the employee believes the injury was the result of work-related activities, the medical treatment center should be informed that the injury was suffered while on University business and that all bills for treatment should be forwarded to the University's Department of Human Resources for payment processing. If the treatment center requires verification of the employee's work status, the employee may present his/her FAU identification card. This will allow for prompt verification by the treatment center. If such is not sufficient, the treatment center should call the employee's supervisor for confirmation. Employees should understand that such confirmation may only be forthcoming during the University's normal operating hours.

Certain medical treatment centers in the United States and most all such facilities in foreign countries require payment at the time services are rendered. In such cases, the employee may elect to pay for treatment rendered with personal funds or present the treatment center with appropriate personal medical insurance authorization. Once it is determined that the injury is work-related, the

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employee and/or the applicable health insurance organization will be reimbursed by the University's Workers' Compensation program.