



SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

Like most employers, Emory University seeks to create a safe working environment and has several programs focused on preventing workplace accidents. However, when an accident occurs, it is important that everyone is aware of, and follows, the correct procedures. Review the information below to ensure you know how to respond should an accident occur while you are on the job.



Employer Reporting Requirements

The Occupational Safety and Health Administration (OSHA) requires employers to record each injury and illness that is work related. As a result, Emory maintains an Injury and Illness log and posts a summary of all work-related injuries each year from February 1 to April 30. The Summary of Work-Related Injuries and Illnesses form is posted in the common department areas (e.g. break rooms, etc.) across the Emory campus.

OSHA also updated their recordkeeping rule which took affect January 1, 2015, requiring employers to report severe injury events, as described below, to OSHA within the timeframe shown. At Emory, **all notifications to OSHA are managed through the EHSO office.**

- All work-related fatalities **within 8 hours.**
- All work-related in-patient hospitalizations of one or more employees **within 24 hours.**
- All work-related amputations **within 24 hours.**
- All work-related losses of an eye **within 24 hours**



REPORT ALL ACCIDENTS AND INJURIES AS SOON AS POSSIBLE!!!

Emory University Accident/Incident Reporting Process.

All Emory University employees **must report any accident, injury or illness** to their supervisor **and submit notification** of the incident to Occupational Injury Management (OIM) through the Self-Service portal (PeopleSoft). OIM will follow-up with the employee within 24-hours to gather more information or schedule an appointment.

- The main OIM office is located at Emory University Hospital (EUH): 2nd Floor, D-Wing, Room D219.
- The employee or supervisor can call OIM directly if they have immediate questions following an injury or assistance is needed in completing the incident report.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – WORK-RELATED INJURY AND ILLNESS REPORTING

- ➔ **During business hours (Mon – Fri, 8:00am – 4:00pm): Call the main office @ 404-686-8587**
- ➔ **After business hours: Page the on-call nurse practitioner @ 404-686-5500, enter ID# 50464**
- If an employee is ever unable to access PeopleSoft for whatever reason (e.g., employee is incapacitated, no internet access, etc.), the employee or supervisor can call OIM to have them enter the report for the employee.
- If a body fluid spill occurs (e.g. blood, vomit, etc.), a co-worker or supervisor should secure the scene and **immediately notify the Work Management Center at 404-727-7463** to have the spill cleaned up.
- All work status notifications will be communicated to the employee’s supervisor.

As a component of the injury management process, a representative from the Environmental Health and Safety Office (EHSO) will also conduct an accident investigation to determine the events or conditions that led to the injury or illness so actions can be taken to prevent further accidents.

Hospitalizations, Deaths and Life-Threatening Injuries or Illnesses

- ⊕ If an Emory employee is admitted to the hospital or experiences an event that leads to an amputation, eye loss or death, the supervisor or designated responsible person must **immediately notify EHSO**.
 - ➔ **During business hours: Call the EHSO main office @ 404-727-5922.**
 - ➔ **After hours (anytime): Page the on-call nurse practitioner @ 404-686-5500, enter ID# 50464.**
- ⊕ If there is a life threatening emergency, such as a loss of consciousness, severe burn, open wounds, shock, amputation, or head injury, dial 911 and have the employee transported to the nearest Emory Hospital listed on the panel of physicians for the campus where the injury occurred. The employee or their supervisor should also **notify OIM and complete an injury report as soon as possible**.

Injuries or Illnesses (Non-Emergency)

- ⊕ For non-emergency care, such as cuts, scrapes, minor burns, contusions, or needle sticks, the employee should notify their supervisor and complete an incident report.
 - ➔ During business hours – Contact the OIM main office for treatment and/or further instructions.
 - ➔ After 4:00pm, weekends and holidays – Notify the OIM on-call nurse practitioner and seek medical treatment at the nearest Emory Hospital listed on the panel of physicians for the campus where the injury occurred.

Injuries Sustained on an Emory Shuttle

- ⊕ If an Emory employee sustains a work-related injury while riding an Emory Shuttle, they should:
 - ➔ Report the injury to the driver/operator (preferred) or directly to the Emory Transportation Office at 404-727-7275, or via email at shuttles@emory.edu; AND
 - ➔ Notify their supervisor and complete a report of injury in People Soft.

Need help Completing an Injury Report?

Print off the “Incident Report How-to-Guide”: <http://www.hr.emory.edu/eu/docs/incident-report-how-to-guide.pdf>

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – WORK-RELATED INJURY AND ILLNESS REPORTING

Questions for Discussion

- 1) What is the first thing an employee should do if they have an accident or injury at work (non-life threatening)?
 - a. Go to the emergency room.
 - b. Report the incident to their supervisor and complete an injury report.
 - c. Pretend like nothing happened.
 - d. Call home.

- 2) True or False.
The main OIM office is located at Emory University Hospital (EUH): 2nd Floor, D-Wing, Room D219

- 3) If there is a life-threatening emergency, dial 911 and have the employee transported:
 - a. To a hospital of their choice.
 - b. Only to Emory University Hospital, main campus
 - c. To an Emory Hospital listed on the panel of physicians for the campus where the injury occurred.
 - d. They shouldn't be transported.

Answers: 1) b; 2) True; 3) c