



Subject: **EMPLOYEE OCCUPATIONAL INJURY AND ILLNESS REPORTING**

Policy No. 113

APPLICATION

New York University

PURPOSE

It is the intention of New York University to 1) fulfill its legal reporting requirements under New York State Worker's Compensation Laws and OSHA; 2) investigate work-related incidents; 3) take actions to prevent recurrence of similar incidents; and 4) collect necessary information to track incidents and identify potential trends.

1.0 RESPONSIBILITIES

This section summarizes the responsibilities of key personnel involved in the implementation of this policy.

1.1 The Senior Director of Environmental Health & Safety, or designee, is responsible to

- develop and oversee the OSHA Employee Occupational Injury/Illness Reporting policy;
- provide the departments with information about the Policy;
- assist all departments with implementing the Policy;
- periodically evaluate the effectiveness of the Policy; and
- track employee occupational injuries and illnesses.

1.2 The Director of Insurance, or designee is responsible to

- fulfill the legal reporting requirements under the New York State Workers' Compensation Laws;
- manage to conclusion all work-related incidents;
- develop and oversee the Workers' Compensation Injury/Illness Reporting Policy;
- provide information to departments and employees regarding Workers Compensation;
- complete State Worker's Compensation forms and follow-up on all claims;
- maintain the Washington Square OSHA 300 and 300A Logs and prepare the annual summary and survey,
- maintain NYU Work-Related Incident/Injury Form(s) used to report NYU and NYU College of Dentistry claims; and

ISSUE DATE	REPLACES	ORIGINATOR	APPROVAL
11/05	04/03	ENVIRONMENTAL HEALTH & SAFETY	SR. VP OPERATIONS AND ADMINISTRATION

- inform the appropriate Human Resources Representatives, Benefits, Environmental Health & Safety department and NYU Health Center of employee injuries;

1.3 **Deans and Vice Presidents**, or designees, are responsible to

- ensure that the program is implemented; and
- ensure all incidents are investigated and NYU Work Related Incident/Injury Form(s) are completed within the time required.

1.4 **Health Services** is responsible to

- provide necessary medical attention; or
- refer injured/ill employees for in-house follow-up or outside medical attention when needed; and
- provide NYU Insurance Dept. with copies of the Health Provider Reports of treatment to injured employees.

1.5 **Public Safety** is responsible to

- notify Insurance and Environmental Services Departments immediately of all major incidents. A major incident is any incident involving the death of an employee or the hospitalization of three or more people in the same incident; and
- provide transportation, if needed, for the injured employee(s) to a medical facility.

1.6 **Employees** are responsible to

- immediately notify their Supervisor of all work related injuries and illnesses; and
- assist with the completion of the NYU Work Related Incident/Injury Form.

1.7 **Departmental Human Resources Representatives** are responsible to

- ensure that the NYU Work Related Incident/Injury Form is properly completed and timely notice is provided to the Insurance Department. Notice within twenty four (24) hours of the incident is required.

2.0 **INCIDENT REPORTING**

2.1 All employees must immediately report any work related injury or illness to their Supervisor.

- The employee's Supervisor is to contact Public Safety for transportation, if needed, to a medical facility. However, an ambulance shall be summoned if moving an injured/ill employee may further jeopardize his/her health.

2.2 If the employee's Supervisor is not available, another employee must contact Public Safety at 998-2222 (ext. 82222) in the event of an injury/ illness.

- Public Safety shall transport the injured/ill person to a medical facility, if necessary, unless moving the person could further jeopardize his/her health.

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- An ambulance shall be summoned, if moving an injured/ill employee may further jeopardize his/her health.
- The employee must notify his/her Supervisor within twenty four (24) hours of all incidents/illnesses.

- 2.3 Immediate steps are to be taken to secure the area and eliminate any hazards, if possible, to prevent further injuries.
- 2.4 The Supervisor must immediately notify the Insurance and Environmental Health & Safety Departments of the death of an employee or the hospitalization of three or more employees hurt in the same incident. Environmental Health & Safety will then make arrangements to notify OSHA of the incident within the eight hours required reporting procedure per 29 CFR 1904.8.
- During normal working hours (9:00 AM to 5:00 PM), the Insurance Department can be reached at 998-2755 (ext. 82755); Environmental Services can be reached at 998-1450 (ext. 81450).
 - After hours, Insurance and Environmental Services Departments can be reached by contacting Public Safety at 998-2222 (ext. 82222).
- 2.5 The employee's Supervisor is to complete online the Work Related Incident/Injury Form within twenty four (24) hours of the incident. The form can be found at http://www.nyu.edu/pages/insurance/insurance_web_site_028.htm

3.0 INCIDENT INVESTIGATION

- 3.1 The employee's Supervisor must conduct an investigation to determine and/or verify the facts, basic causes, and extenuating circumstances involved in the incident. That information, as well as any necessary changes in procedures, must be included on the NYU Work Related Incident Form.
- The findings of the investigation shall be used to abate any hazards and to prevent future incidents.
- 3.2 Environmental Health & Safety will investigate all major incidents (see 2.4). Reports of such investigations will be kept on file and when needed, copies will be provided to the Insurance Department. Necessary safety recommendations will be made to the appropriate department to prevent further incidents.

4.0 RECORD KEEPING/INCIDENT TRACKING

- 4.1 The Insurance Department will report work-related incidents to the University's Workers Compensation Insurance Carrier and will file all necessary forms as required under the New York State Worker's Compensation Laws.
- 4.2 The Insurance Department is to note any recordable University and College of Dentistry injury or illness on the OSHA 300 and 300A Logs.
- 4.3 The Environmental Health & Safety Department will track all work related incidents through the Confirmation of NYU Work Related Incident/Injury Forms to determine incident frequency and any potential trends.