

NYU SAFETY POLICY MANUAL

EMPLOYEE OCCUPATIONAL INJURY AND ILLNESS REPORTING POLICY

Policy No. 113

PURPOSE

Through this Policy, New York University seeks to: (1) fulfill its legal reporting requirements under applicable state Workers' Compensation laws and the Occupational Safety and Health Act ("OSHA"); (2) investigate work-related injuries and illnesses; (3) take appropriate action 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 **Director of Environmental Health & Safety**, or his or her designee, is responsible to:

- develop and oversee this Policy;
- provide the University with information about this Policy;
- assist University personnel with implementing this Policy;
- investigate the work-related injuries and illnesses referenced in Section 2.5 below;
- review any potential trends based on reported incidents of work-related injuries and illnesses; and
- periodically evaluate the effectiveness of this Policy, and update it as necessary and appropriate.

1.2 The **Manager, Workers' Compensation**, or his or her designee, is responsible to:

- develop and oversee the University's Workers' Compensation Policy;

- provide information to the University on reporting work-related injuries/illnesses, and to maintain NYU Work-Related Incident/Injury Forms;
- fulfill the reporting requirements under applicable state Workers' Compensation laws, complete the applicable state Workers' Compensation forms, and follow-up on all such claims as necessary and appropriate;
- complete and maintain the OSHA 300, 300A, and 301 logs, and prepare the annual BLS reports; and
- otherwise manage to conclusion all work-related injuries and illnesses, as necessary and appropriate.

1.3 **Deans and Vice Presidents**, and their designees, should be aware of this Policy and assist with its implementation.

1.4 The **Student Health Center** (SHC) is responsible, in cases where the injured worker seeks treatment at the SHC, to:

- provide necessary medical attention on the date of the worker's injury;
- refer injured/ill workers for internal or outside medical attention, as appropriate and necessary; and
- provide Insurance and Enterprise Risk Management with copies of the Health Provider Reports regarding the treatment of injured/ill workers.

1.5 **Public Safety** is responsible to:

- notify OSHA of the work-related injuries or illnesses referenced in Section 2.5 below; and
- otherwise notify Insurance and Enterprise Risk Management and Environmental Health & Safety of all work-related injuries and illnesses of which they are aware as soon as practicable (such as within twenty four (24) hours of the employee having reported the incident, when possible).

1.6 **Employees** are responsible to:

- notify their supervisor or the appropriate Human Resources (HR) Officer (HRO)/HR Business Partner (HRBP) of all work related injuries and illnesses as soon as practicable (such as the same or next business day when possible); and
- where possible, assist supervisors or the appropriate HRO/HRB with the completion of the NYU Work Related Incident/Injury Form as soon as practicable.

1.7 **Supervisors and HROs/HRBPs** are responsible to ensure that the NYU Work Related Incident/Injury Form is properly completed and that notice of the injury/illness is provided to Insurance and Enterprise Risk Management (specifically, the Manager, Workers' Compensation) and Environmental Health and Safety as soon as practicable (such as within twenty-four (24) hours of the employee having reported the incident, when possible).

2.0 **PROCEDURE: INCIDENT REPORTING & MEDICAL ATTENTION**

2.1 All employees must report any work related injury or illness to their supervisor or the appropriate HRO/HRBP as soon as practicable (such as the same or next business day when possible).

2.2 For work-related injuries or illnesses that threaten the life and limb of the employee, or that otherwise render the employee non-ambulatory, the supervisor or the appropriate HRO/HRBP must call 911 immediately. For other work-related injuries, the employee can choose to seek treatment at the Student Health Center or another health facility.

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 employee's supervisor or the appropriate HRO/HR Business Partner must complete the NYU Work Related Incident/Injury Form, with the assistance of the injured/ill worker where possible, and notify Insurance and Enterprise Risk Management (specifically, the Manager, Workers' Compensation) and Environmental Health and Safety, as soon as practicable (such as within twenty four (24) hours of receiving notice of a work-related illness or injury). The form can be found at: http://www.nyu.edu/pages/insurance/insurance_web_site_028.htm.

2.5 In cases where a supervisor or HRO/HRBP learns of the death of an employee as a result of a work-related incident, or of the in-patient hospitalization of one or more employees as a result of a work-related incident, or of an employee's amputation or of an employee's loss of an eye as a result of a work-related incident, he or she must immediately notify Public Safety. Public Safety must then notify OSHA of the incident within the timeframes prescribed under 29 C.F.R. § 1904.39 (within 8 hours after the death of an employee as a result of a work-related incident and within 24 hours after the employee's in-patient hospitalization, amputation, or loss of an eye as a result of a work-related incident). Public Safety also shall notify Insurance and Enterprise Risk Management and Environmental Health & Safety as soon as practicable (such as within twenty-four (24) hours after having reported the incident to OSHA).

3.0 INCIDENT INVESTIGATION

3.1 The employee's supervisor or the appropriate HR Officer/HR Business Partner must conduct an investigation to determine and/or verify the facts, basic causes, and extenuating circumstances involved in a work-related injury or illness. 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 also will investigate all incidents referenced in Section 2.5 above. Reports of such investigations will be kept on file and, when needed, copies will be provided to Insurance and Enterprise Risk Management. Necessary safety recommendations will be made to the appropriate department to prevent further incidents.

4.0 RECORD KEEPING/INCIDENT TRACKING

4.1 Insurance and Enterprise Risk Management will report work-related incidents to the University's Workers' Compensation Insurance Carrier and will file all necessary forms as required under the applicable state Workers' Compensation laws.

4.2 Insurance and Enterprise Risk Management is to note any recordable injury or illness on the OSHA 300, 300A, and 301 Logs.

4.3 On an annual basis, Environmental Health & Safety will review any potential trends based on reported incidents of work-related injuries and illnesses.

5.0 ANTI-DISCRIMINATION/ANTI-RETALIATION

All University employees have the right to report work-related injuries and illnesses. The University shall not discharge, or otherwise discriminate or retaliate against any employee for raising a safety or health concern, or for reporting work-related injuries or illnesses. For more on an employee's rights under OSHA, please see: <https://www.osha.gov/Publications/osha3165.pdf>.