| Carnegie Mellon University Environmental Health & Safety FIRE \| LAB \| WORK | **Environmental Health and Safety** **Injury and Illness Reporting Procedure** |
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| **Date of Issuance:** 9/1/2019 | **Revision Date:** 05/31/2023 |
| **Revision Number:** 3 | **Prepared by:** EHS |

## 1. Purpose

The purpose of this Injury and Incident Reporting Procedure is to provide guidance for individuals working at Carnegie Mellon University (CMU) to understand and follow procedures after a work-related injury or incident.

## 2. Scope

Procedures outlined in CMU's Injury and Incident Reporting Procedure apply to all CMU community members (students/faculty/staff) and non-CMU affiliates, paid and unpaid, who may be involved in an incident, or acquire an injury or illness, in the course of their work on behalf of the university. This procedure outlines steps which must be carried out within the first 24 hours following an incident, as this is the critical period for incident response.

## 3. Definitions

a. **CMU Responsible Party**: A CMU employee(s) who is the point of contact or the responsible party for particular non-CMU affiliate during the time at which the non-CMU affiliate is on CMU property. This may include a CMU employee who is escorting a non-CMU employee, the CMU person managing or planning an event affiliated with CMU, a Project Manager who is working or overseeing contractors.

b. **Emergency**: All hazardous material exposures and serious work-related injuries/illnesses constitute emergency situations. Emergency/urgent incidents require immediate intervention to prevent a worsening of the individual's condition.

c. **Incident**: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Workplace incidents can include public health and medical emergencies, and other occurrences requiring an emergency response.

d. **Non-CMU Affiliate**: A visitor, contractor, or general community member, etc. who is not affiliated with the university.

e. **Non-Urgent**: Minor work-related injuries/illnesses where immediate intervention is not required to prevent the worsening of the individual's health condition. (If in doubt, treat as urgent.)

f. **Non-Injury/Near Miss**: Incidents where no personal injury or illness was sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.
g. **Panel Physician**: Medically trained, licensed and experienced medical doctors who have been selected through collaboration between the university and the current workers compensation insurance carrier.
h. **Work-Related**: An accident, injury, or illness is considered "work-related" if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Exceptions may apply.
i. **Urgent**: A pressing work related event or situation requiring immediate actions, which include, but not limited to medical attention and supervisor notification within 8 hours.

## 4. Roles and Responsibilities

a. Employees:
   i. Seek medical attention.
   ii. Report any injury or incident to your manager or supervisor immediately.
   iii. Obtain necessary follow-up care.
   iv. Remain in contact with the HR benefits office when necessary.
   v. Collaborate with EHS in investigations if necessary.
b. CMU Responsible Party for non-CMU Affiliate:
   i. Email EHS with a brief description of the injury or incident to include who, what, when, where and why.
c. Department Managers and Supervisors:
   i. Respond to injury/incident/near-miss reports.
   ii. Assist employee(s) in seeking medical attention if necessary.
   iii. Secure the scene of injury or incident.
   iv. Ensure safety of others in the area.
   v. Initiate the Injury and Illness Report located on the HR webpage.
d. EHS:
   i. Report injuries to OSHA when required.
   ii. Conduct incident investigations if necessary.
   iii. Document and retain all investigation findings.
   iv. Track injury and incident trends.
e. Human Resources (HR):
   i. Receive and process any paperwork regarding a work-related injury or incident.
   ii. Notify the EHS department of any work-related injury or incident.
   iii. Ensure necessary signatures are obtained for all necessary forms.

iv. Receive notifications and updates from employees regarding workers compensation and follow up care.

## 5. CMU Community Member Response to a Work-Related Injury or Incident

a. Seek medical attention.
   i. If your injury occurred on-campus and is severe, call University Police at 412-268-2323 for immediate assistance. If the injury occurred off-campus, call 911 for immediate transportation to an emergency room for treatment.
   ii. If your injury is not an emergency, go to Concentra Medical Center at 120 Lytton Avenue for walk-in treatment or call Concentra Medical Center at 412-621-5430 to inquire about scheduling an appointment.
b. Inform your manager or supervisor.
   i. Inform your manager or supervisor of your injury immediately (within 8 hours) so that you and they can complete an Injury and Illness Report, Information Form, and Acknowledgement of Employee Rights and Duties Form. These forms are available on the HR website.
   ii. If your manager or supervisor is not available, a department representative with knowledge of the situation and departmental authority may submit the forms without signatures. The HR Benefits Office will follow up to obtain the necessary signatures.
   iii. Completed forms must be submitted to the HR Benefits Office immediately or faxing to 412-268-7472.
   iv. The HR Benefits office must notify EHS of any workplace injury or illness as soon as possible.
   v. If your injury does not appear to require medical attention, continue to complete the necessary forms in case medical attention should become necessary later.
c. Obtain necessary follow-up care.
   i. Follow-up care must be provided for the next 90 days by a Panel Physician. Concentra Medical Center is recommended.
   ii. If you do not choose to have your follow-up treatment provided by a Panel Physician, you will be required to pay all expenses out of pocket.
   iii. After 90 days, if additional treatment is required, you can choose your own physician after notifying the HR Benefits Office. Notification to HR should occur within 5 days of seeking the additional care.

## 6. EHS to Identify Corrective Actions

a. Once EHS receives a copy of the Injury and Illness Report, it will be reviewed. If necessary, EHS will contact the reporting department for additional information and clarification.
b. EHS will determine if additional investigations are needed based on the information provided, the incident event and the identified corrective actions. If additional investigations are needed, a meeting with involved parties will be scheduled to discuss events, identify root causes and develop corrective actions.
c. The reporting department and affiliates will be responsible for implementing the identified corrective actions.
d. EHS will share non-identifiable incident information for data and trend analysis as a means to prevent of future incidents.

## 7. Revisions

| Date | Documented Changes | Initials |
|---|---|---|
| 11/24/2020 | Updated format and accessibility update | MAS |
| 05/09/2022 | Removed hyperlinks | NRN |
| 05/31/2023 | Reviewed – no updates required | RC |