

SECTION: CAMPUS OPERATIONS

AREA: GENERAL AND OCCUPATIONAL SAFETY

SUBJECT: EMPLOYEE/STUDENT INCIDENT/INJURY REPORTING

PURPOSE

The purpose of this policy is to establish procedures for reporting incidents/injuries in a timely manner.

SCOPE

All UAMS employees, students, volunteers, contractors and vendors.

POLICY

All incidents on UAMS property that result in injury to employees, students, volunteers, contractors and vendors must be reported to Occupational Health & Safety (OH&S) within forty eight (48) hours.

PROCEDURE

Reporting of incidents and injuries is essential for the identification of hazards in the workplace.

- 1) All incidents resulting in injury to employees and students must be reported on the *Employee/Student/Injury and Incident Report Form (I&I)*. In the case of an employee, the report is to be completed by the employee, or his/her supervisor and in the case of a student, by the student or supervisory faculty. The I&I report may be completed online at www.uams.edu/campusop/depts/OHS/forms/Accident.aspx or via hard copy. The report will be sent to OH&S, Human Resources, and Employee & Student Preventative Health Services within 48 hours of the occurrence of the incident.
- 2) When an employee has an “on the job injury” requiring medical treatment, Worker’s Compensation forms must also be completed by calling the Company Nurse Injury Hotline 1-855-339-1893. These forms must be completed **before** seeking medical treatment except when the injury involves a needle stick, blood/body fluid exposure or requires immediate attention.
- 3) Individuals who suffer a needle stick injury or blood/body fluid exposure should report immediately to Employee & Student Preventative Health Services, in person during regular business hours (Monday – Friday 8-4:30 main clinic and 7:00 – 3:30 satellite clinic in the Central Building) or to the Emergency Department after regular hours. Individuals who suffer an injury that is serious and requires immediate attention should report immediately to the Emergency Department. The I&I form must be completed and the injury reported to the Company Nurse Injury Hotline as soon as possible after

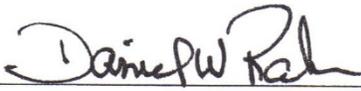
initial treatment.

- 4) Injuries to volunteers, vendors, contractors and other non-employees must be reported to their specific department/employer and this information forwarded to Occupational Health and Safety.
- 5) All patient and visitor-related incidents/injuries must be reported on the Patient Safety Event Reporting System, available at: <http://inside.uams.edu/patientsafety/>.

*Employee/Student Injury Incident Report Form available by downloading this pdf file:
www.uams.edu/campusop/depts/OHS/forms/Accident.aspx.

REFERENCE

[UAMS Worker's Compensation Policy, Admin Guide 4.1.08](#)
[Medical Center Policy, ML.1.04, Visitor Incident and Injury Reporting](#)

Signature:  _____

Date: September 2, 2015