

Subject: Recording and Reporting Occupational Injuries and Illnesses

References: Occupational Safety and Health Standards, (OSHA), Toxic and Hazardous Substances, Bloodborne.

1. Purpose

- a. This policy has been established to ensure:
 - 1. that all injuries and illnesses that occur on campus or off-campus while attending or participating in a School sponsored activity are reported to the immediate supervisor
 - 2. That all individuals experiencing an injury or illness as a result of an accident or incident receive timely and responsive medical attention
 - 3. that, where applicable, claims for compensation for medical expenses are investigated and processed according to regulatory requirements.
- b. This policy is applicable to all School employees, students, volunteers and visitors.

2. Definitions

For the purpose of this policy, the following definitions will apply:

- a. **Accident** - The occurrence of an event that results in injury and/or illness to an individual
- b. **Incident** – The occurrence of an event that could have but did not cause injury or illness to the individual(s) involved.
- c. **School employee** - Faculty, staff, or employee who receives compensation from the School for his/her employment and who is covered under Puerto Rico Bureau of Worker's Compensation.
- d. **Occupational injury or illness** – An injury and/or sudden illness which occur to a School employee during the course of his/her work for the School, regardless of the location.
- e. **Non-occupational injury and/or illness** – An injury and/or sudden illness which occurs to a School Student, volunteer, or visitor while he/she is on campus or off-campus attending or participating in a School sponsored activity including but not

limited to intramural and recreational sports and activities sponsored registered student organizations. This category also would be assigned to School employees under the following conditions.

1. The employee is in a non-work status and becomes injured or ill while attending or participating in a School sponsored activity.
2. The employee is injured or becomes ill while conducting non-work related activities, such as jogging, weight lifting, racquetball, basketball, and swimming, while in an official work status.

f. **Reportable injury** – All injuries (occupational and non-occupational) which occur at any School facility or which occur at any School sponsored activity, regardless of location.

g. **Reportable Illness** – All illnesses (occupational and non-occupational) which occur at any School facility or which occur at any School sponsored activity regardless of location. All such occurrences shall be reported to the Dean of Administration provided the illness occurred as a result of exposure to environmental factors in the workplace or at the location of a School sponsored activity. Environmental factors are normally considered to be biological, chemical, and/or physical agents with exposure occurring by way of inhalation. Skin or mucous membrane absorption, ingestion, injection or by direct contact. Illness may result from either an acute or chronic exposure to environmental factors. **Acute exposure** is one that results in immediate or soon-to follow symptoms of an illness which occur from an intentional or accidental exposure to a hazardous and/or toxic substance. **Chronic exposure** is associated with continuous or repeated exposure to substances, presumably throughout a working lifetime. Conditions such as headache, nausea, general malaise, or the occurrence of a communicable disease (cold, influenza, measles, mononucleosis, etc.) not associated with environmental factors in the workplace are not classified as reportable illnesses and should not be reported.

h. **Lost workday** – A lost workday occurs when an employee would have worked but could not due to an occupational injury or illness. Supervisors are required to report the number of lost workdays experienced by his/her employees to the Human Resources Office.

i. **Restricted workday** - A restricted workday occurs when an employee who has experienced an occupational injury or illness returns to work, but in the capacity of limited or restricted. Supervisors are required to report the number of restricted workday experiences by his/her employees to the Human Resources Office.

Reporting Procedures

a. Non-injury/illness incident

Any incident which could have but did not result in injury or illness to an employee or non-employee while on campus or while attending or participating in any School sponsored activity will be reported Human Resources Office. Reporting such conditions provides for an investigation of the circumstance surrounding the incident and initiation of remedial action to prevent injury or illness in the future. In the workplace, reporting the incident is the responsibility of the immediate supervisor of the activity or a Police officer should that officer witness an incident or respond to the location of an incident. Incident reporting motor vehicles where there are no injured are not to be reported to Human Resources Office; rather these incidents should be reported to the Police Department. **Exception:** Incidents where an employee is cited for unsafe vehicle operation or where there is an indication that driver refresher training is needed, an incident report form will be submitted to the Human Resources Office. Report of an injury/illness can be made either in writing or by telephone to Human Resources Office. Reports should be made promptly following the incident to allow for timely investigation.

b. Non-occupational injury/illness

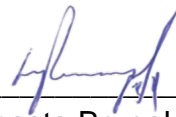
All on-occupational injuries and illnesses shall be reported to the Human Resources Office on the incident report form which can be obtained at the office. The injured or ill individual should complete and sign the form whenever possible. Should the extent of injury or illness preclude this action, the form shall be completed by a representative from Employee Clinical Staff, a Police officer, or the individual responsible for the activity if he/she is in attendance. Otherwise, a witness to the incident should complete and sign the Incident Report form. The witness can be anyone who was present at the time of the incident.

1. Any incident involving a student, visitor, volunteer, or off-duty employee while on the Campus shall be reported to the Human Resources Office or to the Office of the Student's Dean as applicable. The responding officer shall complete an Incident Report form, if condition warrants.

c. Occupational injury/illness

All occupational injuries/illnesses shall be reported to the Department of Environmental Health and Safety on Occupational Safety and Health Administration (OSHA) for 301, which can be obtained at the Human Resource's Office. The immediate supervisor of an injured or ill employee shall complete Osha form 301. Supervisors must ensure that the form is completed in its entirety. Incomplete submittals will be returned to the supervisor of the individual who submitted the incomplete form.

1. The employee's immediate supervisor shall complete and forward OSHA Form 301 to the Human resources Office (HRO) as soon as possible, but not later than three workdays following the incident. **Exception:** Immediate notification must be made to HRO for incidents that result in a fatality or the hospitalization of three or more employees. In this case the School is required by law to make a report within eight hours of the incident to the superintendent of the Division of Labor and Worker Safety.
 2. Copies of completed OSHA Form 301 (Occupational Injury/Illness) shall be distributed to the Office of the Student's Dean (if the occupational incident involved a student employee)
- d. Reporting lost and/or restricted workdays
- Supervisors are required to report for each occupational injury or illness, the total number of lost and/or restricted workdays experienced by an employee. Because the criteria for reporting occupational illnesses to Regulatory Authority is different from the criteria for reporting occupational injuries, the Human Resources Office will determine the number of lost and/or restricted workdays experienced as a result of an occupational illness. A report must be made to HRO within two workdays following the employee's return to work. For those cases involving extended lost and/or restricted workdays, a report is to be made weekly to HRO. The report can be made in writing or by telephone.



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