

Nebraska Wesleyan University
Accident Reporting Procedures

NWU employees injured on the job will be taken to Nebraska Occupational Health Center (NOHC), Northview Center, Suite 1000, 4451 North 26th Street, for nursing services, triage, and if necessary, referral to physical therapy or a physician.

Please post these procedures or keep them in a readily accessible place

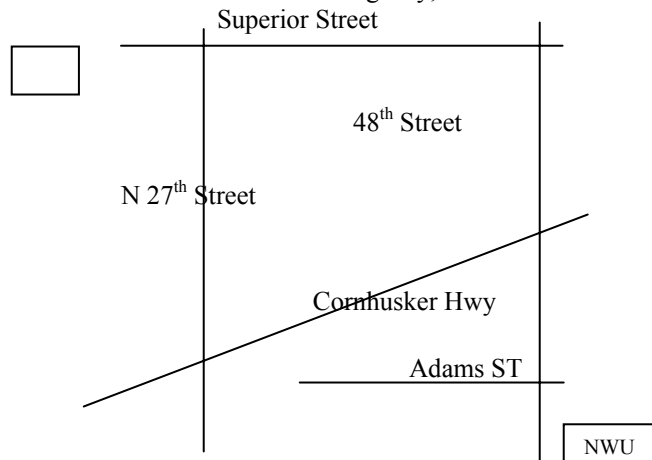
EMERGENCY SITUATION: FIRST CALL 9-911 AND SECOND CALL MAINTENANCE 2321 OR 2323

Procedures (non-emergency accidents):

- Step One: The designated supervisor calls and reports the accident to Nancy Cookson (2117) or Sandy Ferrell (2120). The supervisor and Nancy/Sandy will determine the need for medical attention. If Nancy or Sandy is not available, please contact Diane Hawkins (7523), Kim Lehl (7527), or Greg Maschman (2116) for assistance.
- Step Two: The designated supervisor calls Nebraska Occupational Health Center (NOHC) (476-2600) and reports the need for post-accident care, describes the injury, and takes the employee to NOMC immediately.
- Step Three: The employee and supervisor arrive, check in and complete any paperwork. If an employee arrives without a designated supervisor, treatment will not proceed until the employer is contacted and treatment is authorized. (Employees are always accompanied by a designated supervisor.)
- Step Four: A nurse makes an assessment and makes recommendations (a referral to a physician during the same visit is possible). If the employee is referred to a physician, NOHC will have the employee sign the state required "choice of doctor" form.
- Step Five: A follow-up phone call is made to Nancy Cookson by NOHC to discuss actions taken, follow-up appointments, and other pertinent details. The supervisor is responsible for seeing that the employee follows all orders and keeps any follow-up appointments.
- Step Six: The return-to-work forms are completed, copied for the patient and supervisor, and faxed to Nancy Cookson by NOHC.
- Step Seven: Within 24 hours of the accident, the designated supervisor and employee will fill out and bring the "Accident Reporting Form" to Nancy Cookson, Smith-Curtis, Rm. 202.
- Step Eight: Nancy Cookson will call the accident into Travelers Insurance and visit with the supervisor and employee to discuss reasons for the accident and any possible preventive measures that can be taken in the future.

Always call Nancy Cookson or Sandy Ferrell to report any accidents, even non-injury accidents. The University is required to annually report all injury and non-injury workers accidents to the federal agency, OSHA.

Nebraska Occupational Health Center
Northview Centre, Suite 1000
4451 North 26th
Lincoln, NE 68521
476-2600
7:30 am to 5:30 pm



Nebraska Wesleyan University

Accident Reporting Procedures

INTRODUCTION

Worker's Compensation insurance is a form of coverage mandated by the state and designed to provide benefits to individuals who are injured in the course of their employment. Employers and insurance companies are required to comply with state regulations pertaining to the reporting and documenting of accidents, the terms and conditions of coverage, premium rates, and the level of benefits payable to injured workers. The insurance program for Nebraska Wesleyan University provides full statutory Workers' Compensation coverage for its employees.

Workers' Compensation premium costs are the highest aggregate dollar exposure in the Nebraska Wesleyan University insurance program. Risk Management programs designed to manage Workers' Compensation losses are beneficial because insurance premiums are directly determined by loss experience. Indirect costs include lost productivity, overhead expenses to hire and train temporary or replacement personnel, temporary inefficiency, and diminished morale of related workers. Indirect costs, which are not covered by insurance, have been estimated to be as much as four times the amount of the medical expenses. Nebraska Wesleyan University's policies and procedures have been developed with the advice and direction of the University's Workers' Compensation insurance carrier, Travelers Insurance Company. Travelers processes and manages all of Nebraska Wesleyan University's work-related injury and illness claims.

FIRST-AID/MEDICAL TREATMENT

Lincoln Emergency Ambulance Services

If the injury is life threatening, call 9-911 immediately.

After 911 call if between 8 am and 5 pm, call Maintenance Department at 2321 and report situation. Maintenance Department personnel will assist emergency response personnel by clearing halls ways and directing traffic.

Medical treatment procedures will always depend upon the severity of the injury.

Nebraska Occupational Health Center

If the injury is not life threatening but requires medical treatment, Nebraska Occupational Health Center (NOHC) will provide injury evaluation and treatment, doctor referral and appointment services, and follow-up case management services.

Nebraska Occupational Health Center currently provides service at Northview Centre, Suite 1000, 4451 North 26th, Lincoln, NE 68521 (402-476-2600). Nebraska Occupational Health Center services are available during the daytime working hours of the university. If the injury requires the care of a physician, NOHC will refer the injured employee to a physician. NOHC has a physician referral system in place that provides the employee with immediate access to the care of a physician.

Nebraska Occupational Health Center will perform the case management role for the university until the employee is certified by the primary care physician and Nebraska Occupational Health Center as recovered and able to perform all functions of the job. The insurance carrier will file the necessary notice with the Workers' Compensation Court for the university.

Supervisor Responsibilities

Employees DO NOT treat their own injuries. Employees DO NOT drive themselves to obtain medical treatment. If the injury is NOT life threatening, the first step is to contact the employee's immediate supervisor or the person designated to handle employee accidents in the supervisor's absence.

Injuries that require only a Band-Aid are treated by the supervisor from the department/office first aid kit or referred to the University's Director of Student Health and Wellness. Injuries are NOT treated by the physicians who treat students at the Student Health and Wellness office. Treatment is provided by Nebraska Occupational Health Center only.

Supervisor Responsibilities continued...

Supervisors are responsible for transporting or arranging for transportation of employee to Nebraska Occupational Health Center. Supervisors are to call Nebraska Occupational Health Center to notify them that an injury has occurred, and to arrange an immediate appointment. Injuries take precedence and will be seen immediately or the same day depending upon the injury.

Employees requiring immediate medical treatment at night or weekends are transported (by their supervisor or designee) to Bryan LGH East hospital for outpatient medical treatment. Employees who have received outpatient care at Bryan LGH East are seen by NOHC the next working day. The supervisor accompanies the employee to NOHC the next day. Again the supervisor calls ahead and arranges an interview time. All hospital medical records are released to NOHC by the employee.

If an employee is transported by ambulance to a hospital, the employee's immediate supervisor or the person designated to handle employee accidents in the supervisor's absence will accompany the injured employee. Under no circumstances will injured employees be permitted to receive medical care without a supervisor present.

Whenever an injured employee is referred to a clinic, hospital, or doctor, a medical referral slip and a medical follow-up/release form will accompany the injured employee. NOHC provides referral and release slips after each treatment.

If an employee has seen a doctor, the employee cannot return to work until the doctor and/or Nebraska Occupational Health Center have both issued medical follow-up/release forms. A copy of the medical follow-up/release form is forwarded to Human Resource Office by the supervisor.

Each day that the employee misses work due to a work-related accident or illness, the supervisor is required to notify the Human Resource Office. The Human Resource Office is required to notify the insurance carrier each day an employee is absent from work due to a work-related accident.

Employee Responsibilities

All medical treatment for a work-related non-life-threatening emergency injury or illness must be reported to the employee's immediate supervisor or the person designated to handle employee accidents in the supervisor's absence before treatment is sought. If an employee has been seeing a Physician and is told by the Physician the illness or injury may be work-related, the employee is required to contact his/her immediate supervisor. The supervisor and the employee will meet with the Human Resource Office to begin the Workers' Compensation reporting process.

Human Resource Office Responsibilities

The Human Resource Office will assist the supervisor and the employee in following the University's Workers' Compensation accident policies and procedures. If questions arise about what to do at the time of an accident, call the Business Office Ext: 2117 Nancy Cookson, 2120 Sandy Ferrell, or 7523 Diane Hawkins for assistance. Following medical treatment, the supervisor will need to contact the Human Resource Office to obtain an accident investigation reporting form.

NON-INJURY ACCIDENTS

Employees

All non-injury accidents are reported to the supervisor before the employee leaves work and an accident investigation form is filled out.

Supervisors and Employees

All accidents and work-related illnesses are reported to a supervisor immediately, even if no injury occurs. All supervisors are responsible for making it a part of each employee's orientation that the reporting of work-related injuries and illnesses is mandatory and that Nebraska Wesleyan University considers the immediate reporting of such claims as a condition of employment.

Supervisor, Employee and Witnesses

The supervisor will question the employee and all witnesses regarding the cause and circumstances of the injury or illness. The supervisor will investigate the cause of the incident to determine corrective action to be taken in order to avoid further injury of illness.

REPORTING/DOCUMENTATION/INVESTIGATION

The purpose of an accident investigation is **not** to find fault, but to assist in the prevention of further similar accidents or illnesses and to comply with the federal and state laws governing work-related accident and illness reporting. The supervisor of the injured employee is responsible for filling out the ACCIDNET INVESTIGATION FORM and taking it to the Human Resource Office within 24 hours of any accident or report of any work-related illness.

These “key facts” are always included in an accident or work-related illness report:

- The nature of the injury or illness;
- The part of the body injured or affected by the injury or illness;
- The source of the injury—the object, substance, or bodily motion that produced the injury or illness;
- The type of accident or manner in which the person was injured;
- The hazardous condition or circumstances surrounding the accident or illness;
- The cause of the accident—the object, substance, or part of the premises in which the hazardous condition existed;
- The unsafe act that caused or permitted the accident to occur;
- The working conditions that caused the work-related illness.

These items of information not only enable the supervisor to fill out the required report forms, but also help the University evaluate the progress of its safety and accident-prevention programs. If additional safety training or changes in procedures and equipment are needed, the investigation and reporting process usually make it clear exactly what should be done.

Non-injury accidents also require the filling out of an ACCIDENT INVESTIGATION FORM. Even non-injury accidents must be reported on the yearly federal OSHA report prepared by the Personnel Office. Non-injury accident investigations often help prevent future serious injury

The Human Resource Office must complete the FIRST REPORT OF INJURY form within 48 hours of the incident and forward the form to the insurance carrier. The insurance carrier must then file the case on behalf of the university with the Workers' Compensation Court.

MEDICAL BILLS

Employees, Supervisors, and Human Resource Office

Medical bills resulting from work-related injuries or illnesses are forwarded immediately to the Human Resource Office. The MEDICAL REFERRAL FORM directs the medical provider to send all bills directly to Nebraska Wesleyan University, Attn: Human Resource Office.

Employees

The employee is responsible for bringing ALL medical bills and accompanying documentation to the Human Resource Office for forwarding to the insurance company. Some medical providers will not send medical bills to a third party and the employee will continue to receive the medical bills and treatment documentation.

Employees, Supervisor, and Human Resource Office

If the employee receives a medical bill for medical treatment received without prior supervisor notification, the employee must notify her or his supervisor immediately. The supervisor must immediately meet with the Human Resource Office discuss the situation and if appropriate fill out an ACCIDENT INVESTIGATION FORM. The employee is to obtain a MEDICAL REFERRAL FORM from the Human Resource Office and give the completed MEDICAL REFERRAL FORM to the attending physician. The Human Resource Office will notify Nebraska Occupational Health Center for case management follow-up if appropriate.

NOT REPORTING ACCIDENTS

Employees and Supervisors

The University is placed at risk legally and financially when accidents and work-related illnesses are not reported properly. OSHA requires every covered employer to maintain records of all recordable injuries and illnesses. Companies covered by OSHA are required to maintain a daily log and an annual summary of occupational injuries or illnesses. These records must be kept up to date and must be made available to OSHA, NIOSH (National Institute for Occupational Safety and Health), and the Nebraska Department of Labor. In addition to complying with the law, a thorough reporting and record keeping system can also provide management with valuable information concerning accident patterns and prevention. Above all, the process of conducting and accident investigation and filling out a written accident report focuses the supervisor's attention on what has occurred and forces her or him to consider what might have been done (or what could be done in the future) to avoid such an incident.

CONSEQUENCES

Supervisors and Employees

Supervisors and employees who do not follow the University's Workers' Compensation accident and work-related illness policies and procedures will be held accountable under the University's disciplinary procedures. Employees who file false accident or work-related illness reports or give false or misleading statements concerning a report will have their employment terminated. The Workers' Compensation laws consider the false reporting of a work-related accident or illness to be a criminal act.

SAFETY FOLLOW-UP

All Employees

Accidents caused by ice or snow on sidewalks should be reported immediately to the Maintenance Office #2321 or 2323. The Maintenance Office will see that Landscape personnel are notified, so that dangerous areas can be addressed immediately. Accidents caused by wet floors or dangerous areas inside buildings should be reported to the Maintenance Office Ext #2323 or 2321 who will see that the Custodial staff are notified.

Employees who spill drinks or liquid in hallways or classrooms should wipe up the spill immediately. Leaving spilled liquid for the maintenance staff to find or clean up later could lead to accidents before the maintenance staff can be contacted. Areas inside building that need repair and could lead to an accident or areas with burned out lights should be reported to the Maintenance Office Ext #2321 or 2323. Safety on campus must be everyone's priority.

It is the responsibility of all employees to follow all accident reporting and Workers' Compensation injury policies and procedures. The University assumes all employees will adhere to all University safety, accident reporting, and Workers' Compensation injury policies and procedures. Adherence to safe work place procedures allows the University to provide a safe educational and work place environment.

ALCOHOL AND DRUGS

Nebraska Wesleyan University complies with the federal "Drug Free Work Place Act of Employees 1989". The university's Alcohol and Drug policy states:

"Because of the serious problems related to the use of alcoholic beverages and controlled substances, and because this practice can lead to a loss of effectiveness in human life and does not contribute to the teaching-learning process, the Nebraska Wesleyan University community reaffirms its position of serious concern about and opposition to the use of alcoholic beverages and/or controlled substances in this environment."