



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ILLNESS/INJURY REPORTING

Code: GG0310

Policy Reference: N/A

PART 1: INTRODUCTION

Public Safety Services – Responsible for the safety and security of all college campuses and well-being of employees, students, and individuals that utilize college services and facilities.

Student – Individual enrolled at MATC.

Third Party Incidents – Any incident that may imply college involvement or liability with the public. These incident may involve a college employee, college owned or leased equipment.

Work Related Injuries/Illness – Employee injuries or illnesses that occur in the employees work environment while the employee is engaged in work-related activities.

PART 2: RESPONSIBILITIES

Risk Manager

1. Review all incident Report Forms received and investigate the follow up when necessary.
2. Recommend corrective actions to injured employee(s)
3. Report information on a serious injury or death to the Occupational Safety and Health Administration (OSHA), as required by law.
4. Evaluate this procedure and update when applicable

Supervisor

1. Ensure employee(s) report incidents by the end of the employee's shift, or due to extenuating circumstances, within 24 hours of incident occurring.
2. Communicate with affected employee(s)
3. Complete and submit the Supervisor Injury/Illness Investigation form.
4. Assist Human Resources and District Risk Manager with the investigation.
5. Ensure all corrective actions identified in the incident investigation are incorporated into job task and work environment.



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Employees

1. Report all accidents, injuries or illnesses and/or occupational exposure to blood or potentially infected materials to Public Safety (414) 297-6200 and to their Supervisor.
2. Complete and submit the Employee Report of injury/illness form to Human Resources.
3. Cooperate fully with the incident investigation process, including incident involving worker's compensation.

Supervisors

Within 24 hours, do the following:

1. Communicate with affected employee.
2. Ensure that Public Safety has been notified.
3. Complete and submit the Supervisor Injury/Illness Investigation form.
4. Assist Human Resources and District Wide Risk Manager with the investigation.
5. Offer insight into preventative measures when possible.

Human Resources

1. Follow up with employee and supervisor to gather information.
2. Collect Employee Report of Injury/Illness and Supervisor Injury/Illness Investigation Report forms.
3. Report the injury to the insurance company.
4. Offer insight into preventative measures when possible.

Public Safety

When an accident, injury or illness is reported immediately to Public Safety:

1. Respond to all reports of accidents, injuries or illnesses involving MATC employees and students.
2. Provide emergency care and/or summon emergency response as needed.
3. When the incident involves a student and occurs in a classroom, remind the instructor of their responsibility to file an accident report.
4. When the incident involves an employee, remind the employee and the employee's immediate supervisor of their responsibility to file the appropriate accident reports and to submit to Human Resources as outlined in this procedure.
5. Complete a Public Safety Incident Report and a Maxient Report, which will include:
 - a. Name of affected party as well as any witnesses and responsible



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- instructor or supervisor
 - b. date and time injury occurred
 - c. address/location where injury occurred
 - d. type of injury/illness and body part affected
 - e. statements from the affected party and witnesses
 - f. observations of the scene, including environmental conditions, housekeeping, floor or work surface conditions and other hazards or safety features that were present
 - g. photographs and available video footage of the scene and employee's injury if possible
 - h. description of any evidence collected
 - i. description of clothing, footwear and personal protective equipment that was or was not being utilized at the time
 - j. insight into preventative measures when possible
6. Forward Maxient reports as follows:
- a. Incidents involving employees go to Human Resources
 - b. Incidents involving students go to Risk Management.

PART 3: INJURY/ILLNESS REPORTING PROCEDURES

After the initial response from Public Safety, all work-related injuries and illnesses must be reported to the Human Resources Department within 24 hours of the injury/illness. This includes completion of: the Employee Report of Injury/Illness form and the Supervisor Injury/Illness Investigation Report forms. Both reports must be submitted to Human Resources.

If necessary, the injured employee should seek medical attention. In the case of a life threatening emergency, seek treatment at the nearest emergency room. In the case of non-life threatening injury/illness, seek treatment with your primary care provider, urgent care or occupational health clinic.

If professional medical attention is required, information regarding the injury/illness must be provided to Human Resources.

Office of Responsibility: Human Resources, Public Safety, Risk Management
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