



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: ILLNESS/INJURY REPORTING

Code: GG0310

Policy Reference: N/A

PART 1: INTRODUCTION

Milwaukee Area Technical College (MATC) requires that all incidents which result in an injury or illness to employees be appropriately documented and reported. This process is necessary to properly evaluate and/or treat injured employees and to implement corrective actions which prevent the reoccurrence of incidents.

PART 2: RESPONSIBILITIES

The District Wide Risk Manager is responsible for developing, implementing, administering, and periodically reviewing the Injury/Illness Reporting Program. This is done in conjunction with the Employee Wellness Coordinator and Human Resources Specialist in order to provide a safe working and learning environment at MATC.

The District Wide Risk Manager shall identify individuals who are responsible for implementing this program, as well as providing the necessary training. The following outlines responsibilities for injury/illness reporting:

Employees

Within 24 hours of injury/illness do the following:

1. Report injury/illness, which includes any occupational exposures to blood or potentially infected materials to Public Safety, 414-297-6200 and their Supervisor.
2. Complete and submit the Employee Report of Injury/Illness form to Human Resources.
3. Comply with all requests for information and provide insight on preventative measures.

Public Safety

Immediately do the following:

1. Respond to all injuries/illnesses involving MATC Employees.
2. Provide emergency care and/or summon emergency response as needed.
3. Complete Public Safety Incident Report, which will include: a. statements from the affected employee and witnesses, b. photographs of the scene and employee's injury if possible.
4. Notify Human Resources by email, including: a. employee name, b. date and time injury occurred, c. address/location where injury occurred, d. type of injury/illness and body part affected.
5. Offer insight into preventative measures when possible.



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Supervisors

Within 24 hours, do the following:

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

Human Resources

Upon receiving information:

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. Complete Risk Management Follow-Up Form.
5. Offer insight into preventative measures when possible.

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.