



UNIVERSITY PROTOCOL FOR ON THE JOB INJURIES AND ILLNESSES

The objectives in establishing and communicating this protocol:

- Fulfill the “Be Known” promise and our Christ-centered ethos, in the ways we interact with and support injured employees.
- Communicate points of contact and roles for employees to ensure adequate support.
- Provide information to ensure timely reporting.

I. A report of an on-the-job injury should be given to the injured employee’s supervisor and the Office of People & Culture (People & Culture) according to the timeline in the matrix on Page

2. The People & Culture contact information is as follows:

a. During Business Hours:

- i. People & Culture Office at 503-554-2180
- ii. Aga Kasprzyk at 503-554-2181

b. After Business Hours (only in the case of a serious injury resulting in hospitalization, amputation, loss of an eye, or in the case of a fatality):

- i. Campus Public Safety at 503-554-2090

II. People & Culture will communicate with employees regarding:

- a. Federal Medical Leave Act (FMLA)
- b. Impact on pay
- c. Workers compensation (W/C) carrier contact and claim number
- d. Medical certifications required
- e. Return to work status updates required
- f. Light duty assignments

III. People & Culture will review the identified monthly reports of work-related injuries with the Safety Committee to determine causes, trends, prevention of future occurrences, etc.

Timeline and Forms for Reporting On-The-Job Injuries

Type of Injury	Injured Employee's Responsibility	Supervisor's Responsibility	People & Culture/HR Responsibility
Requiring - Minimal or no treatment - First aid;	- Report to Supervisor the same day - Complete the Incident/Accident Report form with the Supervisor on the day of the incident	Complete and submit to People & Culture the Incident/Accident Report form within one week	Review the injury type and cause with the Safety Committee
Requiring - Medical Treatment such as doctor visits, urgent care, ER visits, and/or - Time loss	- Report to Supervisor immediately - Complete the Incident/Accident Report form and 801 form immediately or as soon as reasonably possible	Submit the Incident/Accident Report and the 801 form to People & Culture the day of the injury	- Submit the 801 claim form to SAIF within 5 days of the incident - Review the injury type and cause with the Safety Committee
Inpatient Hospitalization	- Report injury to Supervisor immediately or as soon as medically able - Complete the Incident/Accident Report form and 801 form immediately or as soon as reasonably possible	- Report to People & Culture immediately - Submit the Incident/Accident Report and the 801 form to People & Culture immediately	- Report to OSHA within 24 hours of hospitalization if hospitalized within 24 hours of incident; otherwise - Submit the 801 claim form to SAIF within 5 days of the incident/hospitalization - Review the injury type and cause with the Safety Committee
Chemical Exposure	- Follow Safety Data Sheets for first aid instructions - Report the injury immediately to Supervisor - Complete the Incident/Accident Report form and 801 form immediately or as soon as reasonably possible	- Offer First aid assistance according to Safety Data Sheets - Report to People & Culture immediately - Submit the Incident/Accident Report and the 801 form to People & Culture immediately - Attach a copy of the SDS sheet to the Accident/Incident Analysis	- Submit the 801 claim form to SAIF within 5 days of the incident - Review the injury type and cause with the Safety Committee

Amputation	- Follow first aid protocol - Report to Supervisor as soon as medically able - Complete the Incident/Accident Report form and 801 form immediately or as soon as reasonably possible	- Call 911 and Campus Public Safety - Report to People & Culture immediately - Submit the Incident/Accident Report and the 801 form to People & Culture immediately	- Report to OSHA within 24 hours of amputation - Submit the 801 claim form to SAIF within 5 days of the incident/ amputation - Review the injury type and cause with the Safety Committee
Injury to the Head and Neck	- Follow first aid protocol - Report to Supervisor as soon as medically able - Complete the Incident/Accident Report form and 801 form immediately or as soon as reasonably possible	- Offer first aid assistance - Report to People & Culture immediately - Submit the Incident/Accident Report and the 801 form to People & Culture immediately	- Report to OSHA within 24 hours of the injury if hospitalized - Submit the 801 claim form to SAIF within 5 days of incident - Review the injury type and cause with the Safety Committee
Loss of eye	- Follow first aid protocol - Report to Supervisor as soon as medically able - Complete the Incident/Accident Report form and 801 form immediately or as soon as reasonably possible	- Offer first aid assistance or call 911 and Campus Public Safety - Report to People & Culture immediately - Submit the Incident/Accident Report and the 801 form to People & Culture immediately	- Report to OSHA within 24 hours from loss of eye - Submit the 801 claim form to SAIF within 5 days of incident - Review the injury type and cause with the Safety Committee
Fatality		- Call 911 and Campus Public Safety - Report to People & Culture immediately - Submit the Incident/Accident Report and the 801 form to People & Culture immediately	- Report to OSHA within 8 hours of death - Submit the 801 claim form to SAIF immediately - Review the injury type and cause with the Safety Committee

*If you witness an injury or fatality, call 911 and Campus Public Safety (503.554.2090).

Forms located at http://www.georgefox.edu/offices/plant_services/safety/
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