

Reporting Employee Injuries



When do you need to report an injury?

Employees are required to report injuries to their supervisors immediately. An employee incident report must be completed within 24 hours.

What injuries should you report?

Employees should report all incidents, regardless of the degree of injury. Employees should even report "near miss incidents" - this is when an incident takes place that could have resulted in an injury, but didn't. EHS wants to know about all types of incidents, because we are always looking for ways to improve safety and avoid future injuries.

How do you report an employee incident?

Report incidents by filling out an employee incident form on line at www.safety.rochester.edu/SMH115.html.

- If you need personal assistance filling out the form you can call Leave Administration at 267-4081.
- If you are unable to send the form electronically, you can print your form and fax it to both EHS at 274-0001 and Leave Administration at 264-0739.
- If you have old hard copy SMH115 Employee Incident Forms, please discard them and use the on-line form instead.

What if you are not sure how much time the employee will lose because of the injury?

Please do not respond "unknown" if you are not sure how many days of work an employee may lose as a result of an injury. We need your best estimate. You can clarify that you are giving an estimate by writing "approximately ___ days" or "for about ___ weeks". It is MUCH more helpful to provide an estimate rather than writing "unknown." There is NO penalty if your estimate turns out to be either longer or shorter than the actual lost time!

Fill out all sections of the incident form.

- Try to identify the cause of the incident.
 - For example, a fall might be caused by ice or by tripping over an extension cord.
- Make an effort to keep the incident from reoccurring and write down what you did.
 - If you tripped over a cord, you could rearrange the work area to eliminate the tripping hazard.
 - If you were hurt because of equipment that malfunctioned, take the equipment out of service pending repair.
 - If you sustained a musculoskeletal injury (sprains & strains) because of awkward postures used to perform a work task, look for alternate ways to perform the task. For example: is there equipment available to assist with lifting?
- Please do not enter "not applicable" for corrective action! With the possible exception of paper cuts, there is almost always some type of corrective action you can take to help prevent similar accidents. If you need help identifying a corrective action, please call Environmental Health & Safety at 275-3241 or you can call or email Anne Schmidlin (x5-9809) directly for assistance.
- If you are reporting a needlestick, please attempt to identify both the type and the brand name of sharp involved. OSHA requires this documentation.

Common Confusion

Different reports go to different departments at the University. When you submit an Employee Incident Report, it is sent to EHS and Leave Administration. OSHA reporting obligations are met, and if the incident results in lost time or medical expenses, the University will have the information necessary to process these costs. No other report gets this important information to the EHS & Leave Administration departments.

- Security reports do not replace Employee Incident Reports. You should always call Security in an emergency, but you still need to fill out an Employee Incident Report.
- Employee incidents should not be entered into the hospital's Event Reporting System. The Event Reporting System is used for reporting patient incidents and visitor incidents only.