

## DEFINITIONS

Injury or Illness: An injury or illness means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, a skin disease, respiratory disorder, or poisoning.

Work-related: An injury or illness is considered work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness, unless an exception applies as established by 29 C.F.R. 1904.5.

## RESPONSIBILITIES

Employees are responsible for:

- accurately and promptly reporting work-related injuries and illnesses to a designated management official;
- following applicable safety policies and practices established by management; and
- accurately and promptly reporting discrimination prohibited by this policy.

Management is responsible for:

- establishing and distributing reasonable procedures for employees to report work-related injuries and illnesses promptly and accurately;
- informing employees to whom they should submit reports of work-related injuries or illnesses;
- refraining from dismissing, discriminating, or retaliating against any employee for their good faith reporting of work-related injuries or illnesses;
- refraining from conducting drug testing solely because of an injury, unless authorized by state or federal law or regulation. Except when authorized by federal or state law or regulation, management should not conduct drug testing solely because an injury or illness occurred if it is unlikely to have been caused by employee drug use, or if the method of drug testing does not identify current impairments, but only use at some time in the recent past;
- posting required employment posters designated by OSHA;
- posting the agency's OSHA 300A Summary of Work-Related Injuries and Illnesses by February 1 until April 30 of the year following the year covered by the agency's OSHA 300 form;
- appropriately and accurately recording work-related injuries and illnesses; and
- timely and accurately reporting work-related injuries or illnesses to OSHA officials if required.

## PROCEDURES

### A. Recording and Reporting of a Work-related Injury or Illness

In the event of the occurrence of a work-related injury or illness, the following steps should be followed:

#### 1. Notification of Injury or Illness

Individuals who have experienced and/or observed a work-related injury or illness must report the incident to an appropriate official. Such reports may be made to human resources, the reporting employee's supervisor, or to any other management official. All employees have a right to make such a report and all members of management who receive such reports have an obligation to ensure the report is submitted to the official at the next step of the process.

#### 2. Description of Work-related Injury or Illness

The State requires that employees who experience or observe a work-related injury or illness provide management with an accurate, written record of the injury or illness. Verbal reports of work-related injury or illness must be reduced to writing by either the individual who experienced or observed the work-related injury or illness or by the official designated to receive such reports.

#### 3. Time for Employee Reporting Work-related Injury or Illness

The State encourages a prompt reporting of work-related injury or illness so that rapid response and appropriate action may be taken. Employees who experience or observe a work-related injury or illness must report the incident as soon as they become aware of the injury/illness.

#### 4. Management Recording of work-related injuries and illnesses:

A work-related injury and illness must be recorded by management if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, or if the injury or illness results in any of the following:

- death,
- days away from work,
- restricted work or transfer to another job,
- medical treatment beyond first aid,
- loss of consciousness, or
- a significant injury or illness diagnosed by a physician or other licensed health care professional

If the investigation results in the finding that there has been a recordable work-related injury or illness, the agency's designee will record the information using OSHA Forms [300—Log of Work-Related Injuries and Illnesses](#), [300A—Summary of Work-Related Injuries and Illnesses](#), and [301—Injury and Illness Incident Report](#).

#### 5. Discrimination is Prohibited

The State will not in any way discriminate against any individual for making a report of work-related injury or illness in good faith. Any such discriminatory behavior violates this policy and should be reported immediately. Any person found to have engaged in

misconduct constituting such discrimination for the good faith reporting of work-related injury or illness may be disciplined up to and including dismissal.

**B. Investigation of Potential Work-Related Injury or Illness**

Any report of work-related injury or illness will be promptly investigated by the State or its designee.

**C. Reporting Work-related Related Injury or Illness**

If a work-related injury or illness results in an employee's in-patient hospitalization, amputation, or loss of an eye, the agency's designee will report the injury or illness to OSHA within twenty-four hours.

If a work-related injury or illness results in an employee's death, the agency's designee will report the injury or illness to OSHA within eight hours.

<b>REFERENCES</b>
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- OSHA's Recording and Reporting Occupational Injuries and Illnesses--29 CFR 1904 and 1902