

# OREGON STATE HOSPITAL

PORTLAND – SALEM

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## POLICIES AND PROCEDURES

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**SECTION 5:** Human Resource Management

**POLICY: 5.012**

**SUBJECT:** Reporting of Injuries and Illnesses

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**POINT PERSON:** ROBERT COX  
SAFETY OFFICER

**APPROVED:** GREGORY P. ROBERTS  
SUPERINTENDENT



**DATE:** July 16, 2012

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### I. POLICY

It is the responsibility of each employee to report all incidents and every injury/illness sustained on the job in a timely manner according to the procedure outlined in this policy.

### II. PROCEDURES

#### A. All employees

1. Employees shall verbally report every on-the-job injury/illness, regardless of severity, to the supervisor/manager immediately. If an employee is unable to report immediately to a supervisor/manager, the incident shall be reported to any available manager or, in the absence of a manager, to a leadworker before leaving the premises. The incident must also be documented on the Incident/Illness Investigation Review Form.
2. The day of injury, employees shall document the injury/illness on the Incident/Illness Investigation Review Form, and give the completed form to the immediate supervisor/manager for review and signature before leaving the premises, or before the shift end on the day of the incident. Refer to OSH Policy and Procedure 1.003, Incident Reports, for additional procedures.
3. If outside medical treatment is required either at the time of injury or later, employees shall complete and sign the worker section of the 801 (SAIF claim) form, and give it to the supervisor no later than 24 hours after seeing a physician.

4. Employees shall take an OSH Physical Assessment Form to each doctor's appointment and return it to the supervisor within 24 hours of the physician's visit, or immediately upon return to the worksite, whichever occurs first.
  - a. If the physician will not use the Physical Assessment form, their written document should at a minimum describe restrictions and prognosis for return to regular or modified work.
  - b. Employees with work restrictions are responsible for completion of a Physical Assessment form or similar document by the attending physician at least every 30 days.
  - c. If the need for emergency medical treatment prevents an employee from following the above procedure, the Incident Review and 801 (SAIF claim) forms must be completed and submitted to the supervisor within 24 hours of receipt of medical treatment.
5. The employee shall immediately notify the supervisor/manager and the Safety Office when released to modified work, and within 24 hours of the employee receiving the doctor notice, before returning to work.
6. In addition to forms required for injuries, staff shall complete paperwork for Incident Reports, per OSH Policy and Procedure 1.003, Incident Reports.

**B. Supervisor**

Since an employee may be injured while working for a different supervisor other than his/her regular supervisor (i.e., working overtime on another ward) the regular supervisor and the supervisor on-site where the injury occurred both have responsibilities for reporting on-the-job injuries.

1. The supervisor on-duty and on-site where the injury occurs is the person to whom the injured employee reports the injury. This supervisor ensures that all initial and follow-up paperwork necessary to document the injury is completed and distributed.

The regular supervisor of the injured employee is responsible for ensuring the employee's availability for work, and notifying the employee to report to the Safety Office for light duty assignments.

2. The on-site supervisor shall ensure all injuries/illnesses receive immediate attention. Supervisors are responsible to direct employees to seek medical treatment for injuries which, in the supervisor's opinion, are of a serious nature. It is the employee's decision whether to seek medical treatment.
3. The on-site supervisor shall report to the Safety Office all on-the-job injuries/illnesses that result in medical treatment within 24 hours of the employee notifying the manager/supervisor. They shall report incidents before the end of the shift on which it occurs, and before the employee leaves the premises for treatment. If an incident occurs after regular business hours, they shall report to the Safety Office via email, and the Communications Center.
4. All supervisors ensure a supply of Incident/Illness Investigation Review Forms, 801s, and Physician Assessment forms are available in the work area, and that employees know where to obtain the forms. Supplies of forms/packets may be obtained from the Safety Office or on the I:\drive\Publications\Safety\Filing Accidents.
5. The on-site supervisor shall ensure an Incident/Illness Investigation Review is completed for all employee incidents, and shall forward them to the Safety Office within 24 hours of the incident.

For injuries that require medical treatment, the completed 801 and a doctor's written statement shall be sent to the Safety Office within 24 hours of the medical treatment.

6. No employee with an injury requiring medical treatment shall be allowed to return to work of any kind without a doctor's written authorization. Employees shall submit the doctor's authorization to the Safety Office before returning to work.
7. The on-site supervisor shall promptly investigate all incidents.
8. After completing and signing the Incident/Illness Investigation Review, the on-site supervisor shall forward it to the Safety Office within 24 hours of the incident.

### **III. REFERENCES**

OSH Policies and Procedures 1.003, Incident Reporting.

OSH Policy and Procedures 8.033, Violence Free Workplace/Campus.

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DHS Policy 080-002-01

Senate Bill 2800

Replaces OSH Policy and Procedure 5.012, *Reporting of Injuries and Illnesses*, dated 3/20/2009.

# Oregon State Hospital Incident/Illness/Injury Process Flowchart

