



# RHODE ISLAND COLLEGE

## **Employee Accident Policy Guidelines for Situations Involving Personal Injury**

**All** injuries and accidents involving Rhode Island College (RIC) employees, **no matter how minor**, must be reported to the Office of Human Resources (HR). The **employee** is responsible for initiating the process and must notify his or her immediate supervisor of the incident. If, as a result of the situation, the employee is unable to report the incident, then the supervisor should report it to the Office of HR. If the supervisor is unaware of the incident, and the employee is unable to notify him or her, then the Department of Security and Safety and/or Health Services should notify the supervisor who will submit the report to the Office of HR. If Security and/or Health Services are unable to reach the supervisor right away, either office can call HR directly to report the incident.

Persons calling Security or Health Services should clearly state the nature of the emergency and indicate the exact location of the injured party. In emergencies, College Health Services personnel, if available, will accommodate all members of the College community. Emergency medical aid should not be attempted unless the individual providing it is fully qualified.

If the injured party is conscious, it is important to ask him or her whether he or she feels there is a need for calling a rescue squad. A decision to call a rescue squad can be properly made by anyone. If someone has passed out and/or has stopped breathing, the rescue squad should be called immediately. One should not wait for a nurse or someone from Security to arrive to call the rescue squad. If a rescue squad is called, Security should also be notified to meet and escort it to the scene. It is always important to inform the injured party of the plans that are being made for him or her.

An injured person requiring transportation to the hospital may request to be accompanied by a designated fellow employee. An individual volunteering to accompany or take a fellow employee to the hospital or home should be aware the he or she assumes any liability that goes with doing so. If the injured person is unconscious or otherwise unable to make such a request, a fellow worker who volunteers may be assigned by the supervisor to accompany the injured party. (This person should preferably be one who witnessed the incident so that any questions about it by medical personnel can be answered. Riding in the rescue squad is contingent upon emergency rescue policy.) Hospitals normally notify families of patients admitted, unless otherwise requested not to do so.

If an employee is designated by the supervisor to accompany an injured employee during work hours, said individual will be compensated for the hours he or she was scheduled to work. If one's participation goes beyond the scheduled work hours, no pay for that time will be given.

### **Emergency Telephone Numbers**

**Security:** ext. 456-8888

**Health Services:** ext. 456-8055

### **Health Services Hours of Operation 456-8055**

Academic Year: 7:30 a.m. – 5:00 p.m. Monday - Friday

Summer: 7:30 a.m. – 4:00 p.m. Monday - Friday

**Security provides 24-hour service. Security is located in the RIC Welcome Center, located on the East Campus at the Mount Pleasant Avenue entrance. Health Services is located in Browne Hall on the West Campus near the Fruit Hill entrance.**

## **PROCEDURES FOR HANDLING WORKPLACE INJURIES**

### **Injured Employee Must**

- Report job-related injuries **promptly** to the supervisor.
- Notify the Office of HR of the injury by the end of the workday.
- Fill out an Incident Report in Human Resources as soon as possible.

### **Supervisors Must**

- Call 911 when reporting a medical emergency. The 911 operator notifies Security but the supervisor reporting the emergency should also call Security and Safety (ext. 8888) or TDD (ext. 8211) to give details of the location and nature of the emergency.
- Complete the Supervisor's section on the employee's incident report (after the employee has completed their section)

### **Co-Workers Must**

- Call 911 when reporting a medical emergency. The 911 operator notifies Security but the co-worker reporting the emergency should also call Security and Safety (ext. 8888) or TDD (ext. 8211) to give details of the location and nature of the emergency. Stay with the injured worker until the Department of Security and Safety and/or the ambulance arrives.
- Notify the supervisor. Any co-worker that witnesses the accident may be assigned administrative leave by the supervisor to accompany the injured worker to the emergency medical facility to provide medical personnel with accurate information.

### **The Department of Security/Safety – Responding Officer Will**

- Administer first-aid or emergency medical treatment as required.
- If the incident is minor, the employee can decide if they want or need further attention.
- File an incident report with the Department of Security and Safety and send a copy to the Office of HR.

### **The Office of Human Resources Will**

- Review reports filed by the injured worker, the supervisor, and if applicable, the Department of Security and Safety.
- Interview the injured worker, the supervisor, and all witnesses to determine factual information.
- Report the injury to the Insurance carrier (the State Employees' Workers' Compensation (SEWC))
- Submit medical information and reports and updates provided by the employees to the SEWC
- Maintain records on all filed Workers' Compensation claims.
- Monitor the medical progress with the employee and SEWC and explore transitional return-to-work programs for employees returning to the workplace.