




Gonzaga Human Resources

Benefits, Compensation, Employment, Employee Relations, Environmental Health & Safety, and Professional Development
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TO: All University Personnel
FROM: Dennis Hansen, Safety Programs Manager 
SUBJ: **WORK-RELATED ACCIDENTS / ILLNESSES REPORTING PROCEDURES**
DATE: October 20, 2009

SAFETY POLICY STATEMENT

The University is committed to maintaining an accident prevention program that emphasizes the integration of safety and health measures into each job task. Safety and health, and job performance should be inseparable.

The Environmental Health & Safety Department has the immediate responsibility to oversee the University's accident prevention program. We manage this program with the cooperative effort of the University Safety Committee and the Plant Services Safety Committee. Together, the Environmental Health & Safety Department and the Safety Committees seek to ensure an accident-free environment. We will ensure there are activities such as safety orientation for new and transferred employees, timely and appropriate safety training on all aspects of the University Accident Prevention Plan, and other activities conducive to reducing work hazards.

Safety is a cooperative venture. The administration is responsible and acknowledges its responsibility for stewardship of the accident prevention program. Each employee is responsible for wholehearted, genuine cooperation with all aspects of the accident prevention program. Employees are responsible for complying with all rules and ordinances, and for being continually safety conscious in performing his or her daily activities. Cooperation among all concerned will contribute to a safe environment protecting the well-being of all individuals and of Gonzaga University as a whole.

The Environmental Health & Safety Department is responsible for handling the accident/injury/illness reports and claims management for work-related accidents. The Washington Administrative Code (WAC 296-24-025) states that "employees shall make a prompt report to their immediate supervisor of each industrial injury or occupational illness, regardless of the degree of severity. The procedures to follow in reporting work-related accidents/injuries/illnesses are outlined below:

PROCEDURES FOR REPORTING WORK-RELATED ACCIDENTS/ILLNESSES

Employee Responsibilities:

- Report all work-related accidents/injuries/illnesses to your supervisor, regardless of severity.
- Fill out the Gonzaga University Accident/Injury Report (available from Supervisor, Building Safety Representative, or Environmental Health & Safety Department - EH&S) within 24 hours of the incident.
- Continue to update your supervisor and EH&S on the status of your claim which may include continued doctor visits, physical limitations, or time off of work.

Supervisor's Responsibilities:

- Your supervisor must fill out the supervisor section of the accident/injury report and send this report to EH&S.
- Contact Environmental Health & Safety, ext. 5852, immediately when notified of accident.

Medical Treatment:

- If you need medical attention you may choose any doctor.
- Inform your doctor that your condition is work-related. Complete the workers statement on the Washington State Department of Labor & Industry Report of Industrial Injury or Occupation Disease form at the doctor's office.
- Have your doctor complete the Light Duty Return to Work Program form and turn it in to your supervisor or the EH&S office.
- If you have physical limitations, please see below for further instructions.

Physical Limitations or Off Work:

- **If your doctor notes that you are not able to return to work or have physical limitations**, you are required to inform him/her that Gonzaga University has a light-duty, return-to-work program. We expect your active participation in all return to work activities. These activities may include part-time or light-duty work until you can perform your regular job. After your initial contact with your doctor regarding light duty, EH&S will continue to actively work with you and your doctor on the University's proactive return-to work program.
- You must bring your supervisor a statement from your doctor noting your physical limitations and for what period they apply, or your doctor can fax them directly to EH&S at 313-5815.
- If your doctor notes that you are unable to participate in the light-duty program, you must check in with your supervisor a minimum of once a week while you are off work to update your progress.
- You must obtain a written release from your doctor when you are able to return to your regular duties. You should contact your supervisor and advise them of your release, and provide them a copy when you return. You will not be allowed to return to regular duties without a release.
- Complete a Leave of Absence form from the Benefits Office if your absence is four or more consecutive working days.