

Facilities Management Standard Operating Procedure

Employee Injury

Scope: Procedures to follow when an FM employee is injured while at work.

Procedure

1. Does employee need medical assistance? Follow the appropriate scenario below.

Scenario 1: Yes – employee needs immediate emergency medical assistance!

- a. Medical emergency, call 911 immediately
- b. Assist injured employee while waiting for ambulance
- c. Notify the employee's supervisor of the injury
- d. Supervisor or designee will go to the emergency room where the employee is transported to offer information to hospital staff regarding the injury, and contact family if necessary.
- e. Supervisor will relay information regarding the injury to the Director
- f. Supervisor will ensure all sections of the Employee Injury Report (EIR) are completed (See page 2 for link to current EIR form)
- g. GO TO step 2 below

Scenario 2: Yes - employee needs medical assistance but is NOT an emergency

- a. In the following order, the supervisor or designee will drive the injured employee to a clinic for medical assistance.

First: University Health Services (UHS),
1202 West Farm Road,
M-F 8am to 5pm, closed holidays
If UHS is unavailable, seek treatment at AMC Urgent Care Clinic

Second: AMC Urgent Care,
1909 W. 6th Avenue, Suite B
M-Sat 9am to 8:30pm, open holidays
Sun 10am to 5:30pm, open holidays
If AMC is unavailable, seek treatment at Stillwater Med. Center ER

Third: Stillwater Medical Center Emergency Room,
1323 W. 6th Avenue
Open 24 hours

- b. Supervisor and employee will fill out the EIR and ensure the doctor fills out and signs the "doctor's sections" before leaving the medical facility. (See page 2 for link to current EIR form)
- c. Supervisor will relay information regarding the change of injury treatment to the Director
- d. Go To step 2 below

Scenario 3: No – the employee was injured but **refuses** medical assistance

- a. Supervisor will speak with employee to ensure they do not want medical assistance
- b. Employee and supervisor will complete all sections of the EIR. (See page 2 for link to current EIR form)
- c. Supervisor will relay information regarding the injury to the Director
- d. Go To step 2 below

Scenario 4: No – the employee was injured but **refuses** medical assistance initially, however, decides later to seek medical attention for the injury.

- a. Follow Scenario 2 above.
2. Supervisor takes the completed EIR to FM Payroll Office
 - a. If employee is given restrictions, supervisor contact HR about light duty meeting.
3. Payroll Department personnel will review the EIR for completion and email the EIR to EHS, Work Comp, FM Safety, FM HR, and file the EIR in the employee's file.
4. FM Safety will email a copy to the Director of the employee
5. OSU Environmental Health and Safety (EHS) will receive the EIR from payroll email (ohsp).
6. EHS will conduct an investigation about the injury.
7. EHS will complete an Investigation Memorandum (IM) of the injury facts and make recommendations.
8. EHS Director will email the IM to FM Payroll and FM Safety Coordinator.
9. FM Payroll forwards the IM to the employee's supervisor and files a copy of the IM in the employees file
10. FM Safety Coordinator reviews the IM details and emails a copy to the Director.
11. Director will work with supervisor and FM Safety Coordinator to address the IM recommendations.
12. Any additional injury updates received by FM Payroll will be emailed to the appropriate groups and filed in the employee's folder.

References:

For a copy of the current EIR form: <https://hr.okstate.edu/benefits/workcomp>

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Last review/update: December 2018