

# Recording and Reporting Occupational Injuries and Illnesses: SUMMARY

University Facilities (UF)  
Internal Procedure: July 1, 2013  
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Approved by: Todd Barnette

## PROGRAM OBJECTIVE

This policy for Injury/Illness Recordkeeping in accordance with the following OSHA regulations: §1904 – Injury/Illness Recordkeeping.

## PURPOSE AND SCOPE

### Records

It is policy to keep records of fatalities, injuries, and illnesses that:

- Are work related
- Is a new case, and
- Meets one or more of the general recording criteria

It is policy to enter each recordable injury or illness on an OSHA 300 Log and 301 incident report, or other equivalent form, within seven (7) calendar days of receiving information that a recordable injury or illness has occurred. At the end of each calendar year The Office of Risk Management will examine the OSHA 300 Log and certify that, based on the knowledge of the process by which the information was recorded, that the annual summary is correct and complete.

### Annual Summary Posting

A copy of the annual summary of each facility will be posted. The summary must be posted in a conspicuous place or places where notices to employees are customarily posted. The posted annual summary is not to be:

- Altered,
- Defaced, or

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- Covered by other material

The annual summary must be posted no later than February 1<sup>st</sup> of the year following the year covered by the records. The posting must be kept in place until April 30<sup>th</sup>.

The OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report Forms will be saved for five (50 years following the end of the calendar year that these records cover). The decision tree for recording work-related injuries and illnesses on the next page shows the steps involved in how to decide whether a particular injury or illness is recordable.

## Reporting Requirements

### For Injuries

If a fatal injury, illness, or hospitalization of three (3) or more employees occurs, Risk Management will immediately notify the following persons and agency:

- Corporate Occupational and Environmental Safety (OES)
- Director Division Manager (or any superior in this level)
- Group Manager or Team Leader (or any superior in this level)
- The area OSHA office (must be notified within 8 hours)

### Involving the Environment

If an environmental incident occurs that is required to be reported to local, state and/or federal agencies, the following persons should be notified:

- Corporate OES Director
- Division Manager (or any superior in this level)
- Group Manager or Team Leader (or any superior in this level)
- Appropriate local, state and/or federal agency
- Time elements of when incident should be reported
- Risk Management is required to verbally report incidents to OSHA within 8 hours of discovery.
- Incidents must be reported to owner client as soon as possible (or within 24 hours).

## Reportable Incidents

- Injury, illness, death, hospitalization of employees
- Spills, property damage, fires, explosions, vehicle damage

## INJURY REPORTING PROCEDURES

Updated procedure can be found here: <https://www.clemson.edu/finops/oes/reportin.html>

In case of injury, it is an employee's responsibility to notify his/her supervisor or department head immediately. Any injury, no matter how slight, must be reported to your supervisor.

In the event of life or limb-threatening emergencies, contact 9-1-1 or seek immediate medical attention at the nearest emergency facility.

## Employee Injury with Medical Treatment

If the injured employee or his/her supervisor judges that medical attention is needed, the injury will need to be reported to Clemson's workers' compensation carrier. To report an injury for medical treatment:

1. The supervisor or other designated person must call CorVel at 1-866-282-2674 to report the injury and assist in completing the First Report of Injury with a Nurse Case Manager. The employee will be referred to Redfern Health Center or an AUTHORIZED Off Campus Medical Facility.
2. The injured employee must complete the [Workers' Compensation Report of Injury form](#) and submit to [wcriskmanagement@clemson.edu](mailto:wcriskmanagement@clemson.edu)

## Employee Injury without Medical Treatment

If the injured employee does not require medical treatment at the time of injury, the injury should still be documented and reported to Risk Services and Insurance. To report a notice of injury only:

Use the following link: <https://www.clemson.edu/administration/risk/>

## Procedures

- [Employee Injury Procedure](#)
- [Lost Days from Work Injury Policy](#)

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- [Compensation Conference Policy](#)

## Important Information

- Employers must report:
- All work-related fatalities within 8 hours.
- All work-related inpatient hospitalizations, amputations, or losses of an eye within 24 hours.
- Call the Office of Occupational Environmental Safety (OES)

## Forms

- Risk Management: <https://www.clemson.edu/administration/risk/>
- [Mileage Reimbursement Form](#)
- [Notice of Election](#)
- [Coordinating Sick and Annual Leave with Workers' Compensation Ex A](#)
- [FMLA Forms](#) (Must be filled out when out of work along with the Notice of Election Form)
- Mandatory Posting: Worker's Compensation Poster

## WORKERS' COMPENSATION COVERAGE OF MEDICAL TREATMENT

- All parties treating a work injured employee should be informed to direct the charges to: State Accident Fund, PO Box 102100, Columbia, SC 29221-5000.
- Notice: A work injured employee should not provide group medical insurance (Blue Cross-Blue Shield) information to any agent in the treatment of his injury. If there is any knowledge of a claim for work injury treatment being directed to Blue Cross-Blue Shield, notify Risk Management immediately.
- Charges may include emergency transportation, physician fees, X-ray charges, medical facility services and medication prescribed by the physician. The employee is responsible for providing Risk Management with the name and complete mailing address of any party involved in his treatment. If the employee has paid personally for any medical service, he may request reimbursement by forwarding his payment receipt to Risk Management.

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- Risk Management shall ensure to the best of its knowledge at the time a claim initially is reported that the injury comes under the provisions of the South Carolina Workers' Compensation Law, and shall communicate as necessary with all parties concerned regarding medical charges. The official files on an employee's work injury claim shall be maintained within Risk Management.
- Official Reporting of Work Injury - IMMEDIATELY after initial treatment, the injured employee and his supervisor are responsible for notifying Corvel and for preparation of the EMPLOYER'S FIRST REPORT OF INJURY. Failure to give immediate notice may cause serious delays in the payment of compensation.
- If the employee does not wish to be treated at the time of injury, the supervisor shall complete the First Report of Injury and forward it to Risk Management.

## Agreement as to Compensation

- After the disabled employee's choice of option has been established, he will be required to sign a prepared Agreement as to Compensation to indicate paid leave and/or temporary total disability compensation payments. The Agreement termination date, if not otherwise specified, depends upon the treating physician's declaration that the employee may return to work.
- When the treating physician releases the employee for return to work, Risk Management must be notified immediately by telephone regarding the specific date the employee will begin work.
- Compensation shall cease:
  - When the injured employee returns to work upon the direction of the treating physician, at a pay rate equal to or greater than his average pay rate before injury.
  - If there is discovered any fraud or intent to deceive.
  - If the injured employee refuses employment which is suitable to his capacity and approved by the S.C. Worker's Compensation Commission.
  - If an injured employee is unable to maintain his former responsibilities while recovering from his injury or because of disability from the injury, he may be able to accept other work. If he must accept less pay than his average pay rate before injury, he is entitled to compensation based on 66.67% of the difference in pay rate.

## **PERMANENT IMPAIRMENT**

- In the event that maximum medical improvement is attained and the injured employee exhibits evidence of a permanent disability or disfigurement, his treating physician will specify the amount of impairment upon his final treatment statement.
- The South Carolina Worker's Compensation Commission will schedule a conference and notify the employee of the time, date, and location. If the employee cannot attend, he should notify Risk Management to arrange an alternate date or location.

## **WHAT IS AN OSHA RECORDABLE?**

- An OSHA recordable injury is an occupational injury or illness that requires medical treatment more than simple first aid and must be reported.
- All employers shall comply with OSHA regulations for recording and reporting occupational injuries and illnesses as prescribed in 29 CFR 1904. This requires some injuries and illnesses to be recorded on the OSHA 300 Log of Work-Related Injuries and Illnesses and the OSHA 301 Injury and Illness Incident Report.
- Any medical treatment that goes beyond first aid meets the general recording criteria and is thus recordable.