

**University of Delaware
Environmental Health and Safety Protocol**

Section: General Safety

Protocol Name: Campus Injuries and Illnesses

Origination Date: April 15 1975

Revisions: June 5, 1989; June, 1999; January 9, 2006; February 17, 2006; February 10, 2014; April 10, 2015, March 13, 2019

Protocol Number: G-02

I. SCOPE OF PROTOCOL

This Protocol addresses the appropriate action to be followed when a University employee, visitor, contractor or student is involved in an injury or illness on campus or while performing work-related activities and applies to all University departments, faculty, staff and students except for students and visitors involved in intercollegiate sporting competitions.

II. DEFINITIONS

- A. Employee- a person who derives some fiduciary benefit from the University of Delaware in return for services or labor. Examples of employees include, but are not limited to faculty, administrators, staff, teaching assistants, laboratory assistants, resident assistants, miscellaneous wage student employees, and grant-funded graduate students. Scholarship athletes are not considered employees under this Protocol.
- B. Work-related injury- an injury or illness that arises from duties and assignments related to their employment by the University.

III. PROTOCOL STATEMENT

- A. All injuries or illnesses rising from employment at the University of Delaware shall be appropriately documented, reported, and investigated.
- B. All injuries to students, contractors and visitors on University property shall be appropriately documented, reported, and investigated.

IV. PROTOCOL STANDARDS AND PROCEDURES

A. Injury Notification

1. University employees must notify their immediate supervisor of all work-related injuries or illnesses as soon as possible. Supervisors must notify Labor Relations and the Department of Environmental Health and Safety by the next business day after being informed of an employee injury.
2. Students must notify their instructors of all injuries or illnesses that occur in classrooms or laboratories as soon as possible. Students must notify the appropriate Residence Life staff or appropriate staff of non-residence halls of all injuries that occur in University-owned housing, dining halls, student centers, or other non-

academic University property. After being informed of a student injury, the appropriate staff must submit a “Student/Visitor Report of Injury” form to the Department of Environmental Health and Safety by the next business day.

- a. Injuries or Illnesses that result in medical expenses for students must be submitted through their personal insurance or Student Health Insurance.
3. Work-related injuries and illnesses suffered by a contractor must be reported to the University employee responsible for hiring the contractor as soon as possible and that University employee must submit a “Student/Visitor Report of Injury” form to the Department of Environmental Health and Safety and Risk Management by the next business day. The responsible University employee must also request an incident investigation report from the contractor’s company and forward that report to the Department of Environmental Health and Safety and Risk Management.
4. After being informed of an injury to a visitor, the person responsible for the visitor must submit a “Student/Visitor Report of Injury” form to the Department of Environmental Health and Safety and Risk Management by the next business day.
 - a. Injuries or Illnesses that result in medical expenses for visitors must be submitted through the visitor’s insurance provider.

B. Medical Attention

1. If immediate medical attention is required, injured or ill persons should be transported to the nearest emergency health care facility. Copies of treatment summary and discharge instructions for employees shall be given to the employee’s immediate supervisor and Labor Relations Department for return-to-work authorization and incident investigation.
2. Serious or non-routine injuries or illnesses should be directly referred to the nearest hospital.
3. Employees with injuries or illnesses that do not require immediate medical treatment but do warrant medical consultation are encouraged to visit the Occupational Healthcare Provider chosen by Labor Relations or their personal physician. Copies of treatment summary and discharge instructions for employees shall be given to the employee’s immediate supervisor and Labor Relations Department for return-to-work authorization and incident investigation.
4. Students with injuries or illnesses that do not require immediate medical treatment but do warrant medical consultation may visit Student Health Center or their personal physician.

C. Return to work

1. Employees requiring medical attention shall not return to regular activities until released by a medical professional.

D. Billing

1. Bills for medical expenses resulting from injuries or illnesses to visitors should be submitted through their personal insurance provider or their company’s Workers Compensation Insurance plan.

2. Bills for medical expenses resulting from injuries or illnesses to students should be submitted through their personal insurance provider or their Student Health Insurance plan.

E. Incident Investigation

1. The immediate supervisor or other appropriate person shall complete an investigation for all reported injuries or illnesses as appropriate.
 - a. The investigation shall be documented on an “Illness/Injury Loss Investigation” form, available on the Department of Environmental Health and Safety web page.
 - b. Departmental Safety Committees are responsible for assuring that corrective actions identified are implemented. The Department of Environmental Health and Safety will monitor any investigation into the cause of the injury/illness reported.

F. Documents

1. Forms and further documentation are found at the Department of Environmental Health and Safety web page.

For more information regarding this policy, contact the Environmental Health and Safety Office (302-831-8475).