

ON-THE-JOB INJURIES AND ACCIDENT INVESTIGATIONS

(For assistance, please contact EHS at (402) 472-4925, or visit our web site at <http://ehs.unl.edu/>)

Medical Care Facilities

UNL employees who are injured on the job may seek medical attention from a personal physician or at a medical facility of their choice. Following is a list of some medical facilities in Lincoln, Nebraska. Use of emergency rooms should be reserved for after-hours care and severe injuries or illnesses. Supervisors should call ahead to minor medical clinics to ensure that injured employees won't have to wait too long to see a medical professional. Injured employees should bring their employee ID card.

Facility	Address	Phone Number	Hours of Operation	Comments
Linc-Care	3910 Village Drive	434-7383	Walk in Mon-Sat: 9am-10pm Sun: 12pm-10pm	Supervisor approval is necessary before treatment unless patient pays the bill and submits a request for reimbursement under Workers Compensation.
Linc-Care	5000 N. 26 th	435-2060	Walk in Mon-Sat: 9am-10pm Sun: 12pm-10pm	
St. Elizabeth's Company Care	5000 N. 26 th Street, Suite 200	475-6656	Walk in Mon-Fri 8am-5pm	Supervisor approval is not necessary for treatment. Bring employee ID Card to verify employment.
Your own physician (fill in information)				Ask your physician to submit bill to the UNL Benefits Office or the State WC Claims Third Party Administrator
<i>Nearest medical emergency room (after hours or for severe injuries and illnesses)</i>				
BryanLGH East	1600 S. 48 th Street	489-0200	Walk in 24 hours	Submits bill to State WC Claims
BryanLGH West	2300 S. 16 th Street	475-1011	Walk in 24 hours	Submits bill to State WC Claims
St. Elizabeth Regional Medical Ctr	555 S. 70 th Street	219-7142	Walk in 24 hours	Submits bill to State WC Claims

Establishing Workers Compensation Benefit Eligibility

For all occupational injuries and illnesses, the injured employee or their supervisor must complete a **First Report of Alleged Occupational Injury or Illness** form, **Workers' Compensation Incident Report** form and a **Choice of Doctor** form. The Choice of Doctor form must be completed by the injured employee. These forms are available from the UNL Benefits office (472-2600) or the EHS Web Site (<http://ehs.unl.edu/forms/>). Fax the completed forms as soon as possible to the UNL Benefits Office at 472-6803. Determination of eligibility for workers compensation benefits will not occur until these forms have been completed and submitted. The UNL Benefits Office transmits the forms received to the State of Nebraska Worker's Compensation Third Party Administrator. Medical providers may send claims to UNL Benefit Office, Room 128, 501 Bldg. Lincoln, NE 68588-0244.

Reporting Serious Injuries/Deaths

Incidents involving death, hospitalization, serious occupational injury or illnesses, or likely over-exposure to toxic chemicals, radioactive materials, or etiologic agents must be immediately reported to the UNL Department of Environmental Health and Safety (EHS). Reports to EHS may be made by the supervisor, department head or chair, or a designated representative. EHS will notify the Vice Chancellor for Business and Finance.

Special Procedures for Occupational Exposure to Bloodborne Pathogens

- **Treatment**

If an employee is exposed to a bloodborne pathogen on the job, the employee must be offered medical treatment within two hours of exposure. During normal working hours, the employee should seek post-exposure care at St. Elizabeth's Company Care. After normal working hours, employees should be directed to St. Elizabeth Hospital Emergency Room. **Do not go to LincCare or Bryan LGH East and West Emergency Rooms, because they do not provide screening services for bloodborne pathogen exposures.** Company Care will manage all employee follow-up care, even if St. Elizabeth's Hospital Emergency Room provided initial treatment.

- **Medications**

In some cases, the attending physician may prescribe certain prophylactic medication. At that time, the injured employee should inform the physician that the injury is work-related and request enough doses to last until the next normal business working day. If the physician is unable to provide enough medication to last until the next normal business day, the employee should take the prescription to a Walgreens Pharmacy, inform the attending pharmacist that the injury was incurred on-the-job, and present their employee ID card. The pharmacist will either fill the entire prescription or provide enough medication to last until the next business day when the worker's compensation eligibility of the incident can be confirmed with UNL. The prescription should be filled or partially filled without incurring out-of-pocket expenses. Should the employee experience any difficulty in obtaining necessary medication, contact the UNL Benefits Office. After regular business hours, the employee should contact their supervisor, other department official, or EHS (via campus operator). One of these contacts can work with the physician and/or pharmacy to obtain the necessary medication by verifying that the injury is work-related. During follow-up treatment with Company Care, the attending physician may or may not change the medication originally prescribed.

EHS Accident Investigation

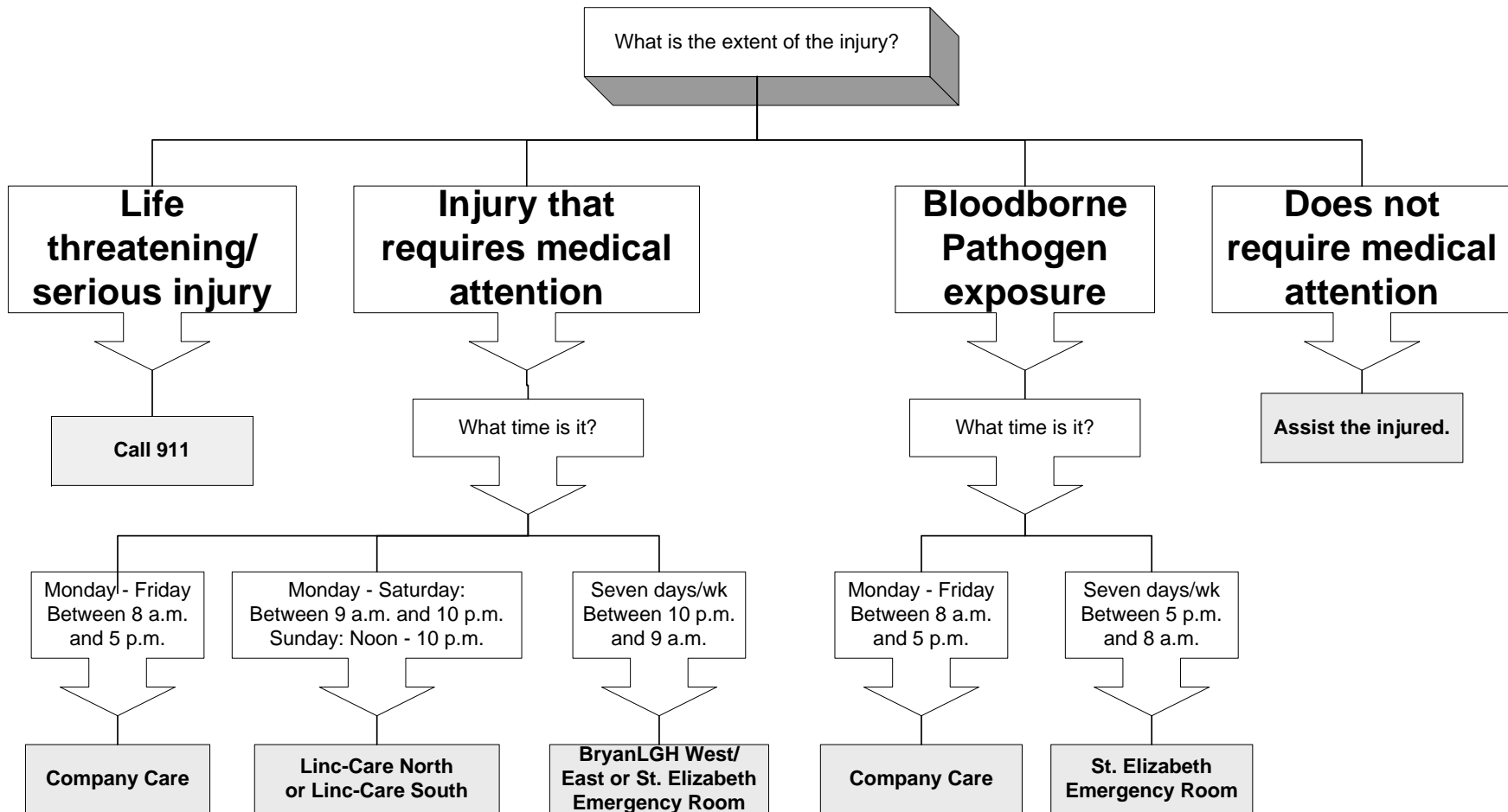
EHS conducts the follow-up investigation of occupational injuries and illnesses for the purpose of determining root cause(s) of the incident and appropriate corrective actions to prevent reoccurrences. The accident investigation process is summarized below:

1. EHS will prepare an Incident Investigation Follow-Up Report. The content of the report will reflect findings determined through site visits and/or interviews with the injured employee, their supervisor, or others, as appropriate. The report will contain general information, the root cause(s) of the incident, the corrective action that has been taken, and any additional corrective action recommended by EHS. Corrective action requirements will be grouped into categories requiring no corrective action, minor corrective action, or major corrective action. In some cases, corrective action may involve both minor and major actions.
 - "No corrective action" means the supervisor and/or employee has taken all necessary steps to follow-up on the incident.
 - "Minor corrective action" means the supervisor needs to remind the employee to follow safe work practices and/or ensure that the employee has received essential training and/or instruction. Minor corrective actions generally involve minimal time and expense and can be accomplished in a short period of time.
 - "Major corrective action" means EHS has made recommendations that will cost significant time and/or money to correct. Recommendations may include such things as procedural changes, purchase of equipment, arranging for equipment to be fixed, or work area modification. The supervisor must appropriately plan for and execute these corrective actions in a reasonable time period.
2. EHS sends the Follow-up Report to the supervisor of the injured employee(s).
 - When no corrective action is required, the supervisor and employee are commended for taking appropriate action to follow-up on the incident.
 - When minor corrective action is required, the supervisor should take the action recommended and note it on the Follow-up Report.
 - When major corrective action is required, the supervisor will be required to describe their action plan and timeline for addressing the recommendations in the Follow-up Report, sign the report, and return a copy of the signed report to EHS.

In many cases, the recommendations are negotiable, meaning the supervisor or administrator may propose an alternate and equally effective corrective action. EHS is committed to working with supervisors and administrators to identify and implement the best and most feasible solution

ON-THE-JOB INJURY FLOWCHART

A UNL employee (including student workers) is injured **on the job**.



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