

# Workers' Compensation Accident/Incident and Occupational Exposure Reporting

Saint Joseph's College abides by the rulings and statutes defined in the Maine Workers' Compensation Act. This ruling defines coverage of employees working in Maine for accidental injury, illness and/or exposure occurring in or arising out of the workplace. For employees working in other states, any incidents would be handled according to the Workers' Compensation rules and statutes within the state the employee resides.

The Maine Workers' Compensation Act entitles employers to select health care providers to service injured/ill employees within the first ten days of treatment. The Human Resource Office will refer all work-related injuries to the College's Preferred Provider for evaluation. Visits and follow-up appointments with these medical care providers for work-related injury/illness/exposure should be made during non-work hours whenever possible.

The Workers' Compensation Poster provided by the Maine State Workers' Compensation Board states the following:

*"State law requires your employer to provide workers' compensation insurance for its employees. Workers' compensation insurance provides benefits to employees who are injured at work.*

***If you are injured at work, NOTIFY YOUR EMPLOYER AT ONCE. You may lose your right to receive benefits unless your employer is notified within 60 days of your injury. Your claim is also subject to a two-year statute of limitations. Worker advocates are available at the Workers' Compensation Board to help injured workers."***

When an employee is injured or has an occupational exposure while performing assigned job duties, an Incident/ Accident Report must be completed within 24 hours. This report is to be completed by the employee (if possible) or, if necessary, a co-worker or supervisor who witnessed the incident. Failure to give notice or to accept medical services as described below may deprive the employee of the right to Workers' Compensation coverage.

## Procedure

*Saint Joseph's College employees who are injured or have an occupational exposure on the job should follow the Accident/Incident Reporting Procedures listed below:*

1. Evaluate injury/exposure for the necessity of medical attention:
  - For life threatening injuries/exposures and those that need immediate medical attention, contact Campus Safety. Campus Safety will respond and contact 911 for an ambulance when necessary.
  - For non-emergency incidents, employees can go to the Health and Wellness Center in O'Connor Hall for an injury/exposure evaluation.
    - a. The Health and Wellness Center will evaluate and provide primary treatment, if minor in nature; or refer care to the SJC Preferred Provider, Concentra.

- b. If the Health and Wellness Center is closed, non-emergency incidents must be reported to the Human Resources Office at ext. 7756 within 24 hours of the incident. These incidents may also be referred for care to the SJC Preferred Provider, Concentra.
  - c. **Employees must avail themselves of this medical referral within the first ten days following notice of injury.**
2. The Campus Safety Office and/or Health and Wellness Center staff will immediately notify the Human Resources Office of any actions involved in the incident.
3. The employee will be asked to complete an Accident/Incident Report Form. This report must also be submitted to the Human Resource Office within 24 hours.
4. The employee's supervisor will be asked to complete the Accident/Incident Investigation Report. The supervisor should investigate the incident to identify the possible factors that might have contributed to the incident. Any witnesses to the incident should also communicate with the employee's supervisor to ensure inclusion in the investigation report. This report should be submitted to the Human Resource Office as soon as the information has been gathered, but no later than 72 hours after the incident.

#### **Campus Safety**

- **Location:** Standish Hall, First Floor
- **Phone:** 207-893-7911 or 207-893-6687 or ext. 7911 or 6687 from any campus extension
- **Working Hours:** 24 x 7 (always open)

#### **Health and Wellness Center**

- **Location:** O'Connor Hall, First Floor
- **Phone:** 207-893-6634
- **Working Hours:** (Academic Year) 8:30 am - 4:30 pm; (Non-Academic Year) as posted on the door

#### **Portland Concentra**

- **Address:** 85 Western Avenue, Suites 6, 7, 8, South Portland, ME 04106
- **Phone:** 207-774-7751
- **Fax:** 207-828-5140
- **Hours:** (Mon. - Fri.) 7:30 am - 5:00 pm and (Weekends) 9:00 am - 1:00 pm

The Human Resource Office will work with the employee to coordinate lost time wage payments, medical treatment, and return to work accommodations.