

Occupational Injury or Illness Reporting Procedures

These procedures are authorized pursuant to CSU Policy 3344-27-01, which sets forth the University's health and safety policy. In the event of injury or illness on campus due to performing normal job duties, employees are to follow the below procedures and complete the **Occupational Injury or Illness Reporting Packet** and submit to the Department of Environmental Health and Safety within 24 hours.

For student/visitor injury or illness occurring on campus in a supervised classroom setting, Professors or Administrators are to report the incident to Student Life, Care Manager at 216-687-2048 and complete the **Occupational Injury or Illness Reporting Packet** and submit to the Department of Environmental Health and Safety within 24 hours.

A. Emergency on Campus

In an emergency, dial 911 or 216-687-2020 from a campus phone to initiate emergency response. **If you dial 911 from a cellphone, be sure to ask for CSU Police.**

B. Non-Emergency on Campus

In a non-emergency situation, employees are to follow the below procedures.

1. Seek first aid or medical attention. Potential sources of medical attention during business hours between 8:00 am – 5:00 pm are:
 - a. **CSU Health and Wellness Services** is located on campus in the Center for Innovation and Medical Professions (CIMP) Building, room 205. Walk-in appointments are not accepted. Please call their office at x3649 before arriving.
 - b. **St. Vincent Charity Hospital Occupational Medical Center**, 2475 East 22nd Street, Suite 310, Cleveland, Ohio, 44115, phone 216-363-2691 (located across the street from St. Vincent Charity Hospital).
 - c. After business hours, proceed to **St. Vincent Charity Hospital**, 2355 East 22nd Street, Cleveland, Ohio, 44115; phone 216-861-6200.
2. Notify your supervisor.
3. If no medical attention beyond first aid is required, no further actions are necessary.
4. Report the safety hazard to the Department of Environmental Health & Safety at 216-687-9306.

5. If your injury/illness requires medical attention, please follow these procedures when completing the **CSU Occupational Injury or Illness Reporting Packet**:
 - a. EMPLOYEE: Complete **Section A** and submit to your supervisor (please note: your supervisor will need to sign).
 - b. SUPERVISOR: Complete **Section B** and submit copies of Sections A and B to the Department of Environmental Health and Safety (Plant Services room 210) and to CSU Human Resources, Benefits Director (Administration Center suite 113) within 24 hours. Please note: Supervisors are responsible for notifying Care Works of the incident.
5. If you are unable to notify your supervisor at the time of your injury/illness, you should contact Care Works Toll Free at 1-888-627-7586 to report the details of your injury/illness, or report the injury/illness on their web site (www.careworks.com). Make sure you obtain a Care Works Identification Card.
6. Present the Care Works Identification Card along with your Care Works “Initial Physician Report” to the medical provider or treatment facility at the time of your **FIRST MEDICAL TREATMENT**. Have the medical provider complete the form and fax it to Care Works at 614-792-0916.

C. Instructions for Choosing a Physician of Record (for Ongoing Medical Treatment Only)

1. For ongoing treatment of a work-related injury or illness, you must select a Care Works provider or Bureau of Worker’s Compensation (BWC) – certified provider.
 - a. A Care Works provider directory is available from Care Works at www.careworks.com or by calling toll free 1- 888-627-7586.
 - b. A listing of statewide BWC-certified providers can also viewed at www.ohiobwc.com
 - c. Failure to utilize a Care Works or BWC-certified provider for continuing care will result in your being responsible for medical bill payment.
 - d. You may change your Physician of Record during the course of your treatment. For information, contact Care Works at 1-888-627-7586.