

Occupational Injury or Illness – Action Guidelines

Employee Injury or Illness on Campus – Steps to Take

A. Emergency on Campus

In an emergency, injured/ill employees should be cared for immediately by qualified emergency response personnel. At the same time, call CSU Police at 216-687-2020 from a campus phone to initiate an emergency response. **If you dial 911 from a cellphone, be sure to give your exact location because they will not know where you are on campus otherwise.**

Then, as soon as practicable, complete the same procedures as in a non-emergency situation.

B. Non-Emergency on Campus

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

1. Seek first aid or medical attention. If no medical attention beyond first-aid is required, no further actions are necessary.
2. In the event medical attention is needed beyond first-aid, follow the procedures listed below:
 - a. Notify your supervisor immediately of the injury and the need for medical attention.
 - b. The supervisor should contact Human Resources at x3636 during normal business hours (8am-5pm) to inform them of the injury and the need to transport for medical attention. If the injury occurs after normal business hours, the supervisor should contact Danielle Ruiz at 216-526-2580.
(CSU [Substance Abuse Testing Procedures](#) require any employee who may have caused or contributed to an on-the-job accident to submit to a drug and alcohol test as soon as possible but no later than 12 hours following the incident.)
 - c. The supervisor or CSU Police must transport the employee to **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 and available weekdays during business hours).
After business hours, proceed to **St. Vincent Charity Hospital, 2355 East 22nd Street, Cleveland, Ohio, 44115; phone 216-861-6200.**

C. Reporting Procedures for Worker's Compensation Claims

1. If your injury is reported to St. Vincent Medical Center as a work related injury, they will complete the First Report of Injury Form and they will contact Care Works to initiate a Worker's Compensation claim.
2. Instructions for Choosing a Physician of Record (for Ongoing Medical Treatment Only through a Worker's Compensation claim)
 - a. For ongoing treatment of a work-related injury or illness, you must select a CareWorks provider or Bureau of Worker's Compensation (BWC) – certified provider.
 - i. A Care Works provider directory is available from Care Works at www.careworksmco.com (click "Find a Provider" in the upper right corner) or by calling toll free **1-888-627-7586**.
 - ii. A listing of statewide BWC-certified providers can also viewed at <https://info.bwc.ohio.gov>
 - iii. Failure to utilize a Care Works or BWC-certified provider for continuing care will result in you being responsible for medical bill payment.
 - iv. You may change your Physician of Record during the course of your treatment. For information, contact Care Works at 1-888-627-7586.

D. Reporting Procedures for EH&S and HR

1. These procedures are authorized pursuant to CSU Policy 3344-27-01, which sets forth the University's health and safety policy. Report the safety hazard to the Department of Environmental Health & Safety at 216-687-9306.
2. In the event of injury or illness on campus due to performing normal job duties, employees, including student workers, 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.
3. 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. EMPLOYEE or STUDENT: Complete **Section A** and submit to your supervisor (please note: your supervisor will need to sign).

- b. SUPERVISOR or PROFESSOR: 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.**
- 4. For instances where an employee was transported to St. Vincent's Medical Center, the supervisor must complete the [Managerial Observation Form](#) and submit it to Human Resources.

Note: the forms and procedures linked in this document can be found on the Human Resources page of myCSU under Forms.

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