

UNCW Employee Accident Reporting / Investigation and OSHA Recordkeeping

All UNCW employees are covered by the North Carolina Workers' Compensation Act that entitles the employee who suffers a work-related injury or illness to medical attention and compensation. <http://www.osp.state.nc.us/emprsk/workcomp.htm> and <http://www.uncw.edu/hr/benefits-comp.html>. This program is managed by Human Resources . The Occupational Safety and Health (OSH) Act of 1970 requires employers to prepare and maintain records of work-related injuries and illnesses as defined in 29 CFR Part 1904. <http://www.osha.gov/recordkeeping/index.html> This program is managed by the Environmental Health & Safety Department although supervisors and employees play important roles.

ACCIDENT REPORTING:

All work-related injuries or illness must be reported immediately. If it is an immediately life-threatening emergency, seek medical attention first and then report as soon as possible. It is the supervisor's responsibility to report the injury or illness to Human Resources and the Environmental Health & Safety Department immediately. Human Resources will authorize medical treatment. Within 24 hours of knowledge of the injury the supervisor/department head must complete and submit all necessary forms to Human Resources and the Environmental Health & Safety Department. Please see the UNCW Policies and Procedures Manual <http://www.uncw.edu/sp/admproc/Hr510.htm>

If an incident results in the death of one or more employees and/or the hospitalization of three or more employees UNCW must notify North Carolina OSHA within eight (8) hours of learning of the incident.

If an incident results in a death or one or more employees and/or the hospitalization of three or more employees within 30 days of its occurrence, UNCW must notify North Carolina OSHA within eight (8) hours of learning of the incident.

UNCW must notify North Carolina OSHA of all fatal heart attacks occurring in the work environment.

ACCIDENT INVESTIGATION:

All accidents are to be investigated immediately by the employee's supervisor/department head.

Serious accidents are to be further investigated by an investigative team that should include the employee's supervisor and the Director of Environmental Health & Safety.

<http://www.uncw.edu/sp/admproc/Hr510.htm>

INJURY AND ILLNESS INCIDENT REPORT, FORM 301:

This form is used by the employer and OSHA to develop a picture of the extent and severity of work-related incidents.

Upon notification that an incident has occurred, Environmental Health & Safety (EH&S) will e-mail/mail a copy of Form 301 to the appropriate supervisor. The supervisor will complete the form and return it to EH&S within two days along with a copy the [*Supervisor's Accident Report*](#) and [*the Employee's Statement for Work-related Injury*](#) provided by Human Resources.

LOG OF WORK-RELATED INJURIES AND ILLNESSES (Form 300):

This form is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs this log is used to record specific details about what happened and how it happened. A separate log is kept for each individual establishment or site. Employees have the right to review the injury and illness records.

Cases determined to be OSHA *recordable* and listed on the log are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the log does not mean the employer or worker was at fault or that an OSHA standard was violated. See example of [Form 300](#)

Every work-related death, injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid and any work-related injuries or illnesses that are diagnosed by a physician or health care professional must be recorded on the log and updated no later than every 45 days for the duration of the injury or illness. EH&S determines lost work days and restricted work activity from the Accident Report/Return to Work forms provided to the employee by the health care physician(s). Please forward a copy of this report to EH&S each time the employee visits the health care physician(s). EH&S will contact the employee's supervisor when questions arise or additional information is needed.

UNCW must save the OSHA 300 Log, the privacy case list, if one exists, (please contact EH&S for details), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover. During the storage period, UNCW must update the stored OSHA 300 Logs to include newly discovered recordable injuries or illnesses and to show any changes that have occurred in the classification of previously recorded injuries and illnesses.

Incident Determination:

Within 7 calendar days after receiving notification about a case, UNCW must:

- **Determine whether the incident is a new case or a recurrence of an existing case**
- **Establish whether the case is work-related**
- **Obtain a completed OSHA Form 301, *Injury and Illness Incident Report***

SUMMARY OF WORK-RELATED INJURIES AND ILLNESSES, FORM 300A:

The summary shows the work-related injury and illness totals for the year in each category. At the end of the year the number of incidents on the log are counted and transferred to the summary. The summary is posted in a visible location so that employees are aware of the injuries and illnesses occurring in their workplace. The summary is posted from February 1 to April 30 of the year following the year covered by the form and is posted on the main campus and at each physical location both on and off campus. At the beginning of the posting period, departments that reported injury/illness during the year should print a copy of the summary and post it in a visible area in their department for the designated posting period. [Form 300A](#) (prints on legal size paper 8-1/2x14)