

Timely Reporting and Review On Job Injuries	Central Campus Physical Plant Division	Effective Date October 1, 2011
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Purpose

The purpose of this policy is not to modify the University of Kentucky Human Resources Policy and Procedures Number 96.0: Workers' Compensation policy but to provide for the timely reporting of job injuries within the Campus Physical Plant Division (CPPD). This policy will apply to all CPPD employees and to all contractors working for CPPD.

Applicable Standards or Policies

This policy is in accordance with the University of Kentucky Human Resources Policy and Procedures Number 96.0: Workers' Compensation.

Definitions

CPPD Injury Review Board -- The CPPD Injury Review Board will consist of the Director, Manager of CPPD Health and Safety, the Manager and/or Superintendent of the Shop where the injured employee worked and the employee's immediate supervisor. The Director will act as chairperson or designate an individual to chair the Injury Review Board.

Director -- Director is the Director of the Campus Physical Plant Division at the University of Kentucky.

On the job Injury -- On-The-Job Injury is any injury which meets the requirements found in the University of Kentucky Human Resources Policy and Procedures Number 96.0: Workers' Compensation policy.

OSHA recordable Injury -- An OSHA recordable injury is defined as an injury or illness which results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

Timely -- Timely means within 1 working day of the injury.

Procedures

Whenever an employee receives an injury while working for CPPD, the supervisor shall:

1. Notify Workers' Care of the injury by calling: 1-800-440-6285.

2. Following the instruction of Workers' Care, including sending the employee to the designated location for the mandatory drug and alcohol test.
3. Complete and submit the CPPD the On Job Injury Notification Form within a timely manner.
4. If a CPPD contractor has an injury which meets the definition of an OSHA recordable injury or illness then the CPPD Project Manager or designee must complete this form within a timely period.
5. The On Job Injury Notification Form will be evaluated by the Director and/or the Manager of PPD Health and Safety to determine if a further investigation is warranted.
6. If an investigation is warranted, within 1 working day the CPPD Health and Safety Department will begin the investigation. If necessary an investigative team will be assembled. All CPPD employees and CPPD contractors will provide requested information to the Investigating Team.
7. Within 5 working days the Investigating Team will provide a report to the Director.
8. If deemed necessary, the Director may call a meeting of the CPPD Injury Review Board.
9. The Injury Review Board will meet within 5 working days and evaluate the investigation findings. The Injury Review Board may request parties involved with the Injury to appear at a meeting.
10. The purpose of the Investigative Team and the CPPD Injury Review Board is to conduct a root cause analysis of the injury and gather any lessons learned that would aid in the prevention of future injuries. The investigation and board are not convened for the purpose of administrating disciplinary actions.
11. The Injury Review Board will submit their recommendations to the Director.
12. No investigative meetings other than the CPPD Injury Review Board or the Investigation Team shall be held with individuals directly involved with a mishap until the findings of the Board have been completed.



Kevin Kreide
Director CPPD



John Summersett
Manager CPPD Health & Safety