

SECTION	I.	General
Chapter	3.	Reporting of Injuries and Illnesses
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# REPORTING OF WORK-RELATED INJURIES AND ILLNESSES

## INTRODUCTION

### PURPOSE

Duke University, in its effort to reduce workplace hazards, must develop data regarding work related illness and injuries. Such data, when properly reported, is used for:

- Documenting the incident causing the injury or illness.
- Triggering investigation of the incident.
- Analyzing trends for targeting corrective action.
- Planning for corrective action.
- Preparing reports required by OSHA.

### RESPONSIBILITIES

Department Heads shall inform their employees of the availability of support for work related injuries and illnesses, as well as the proper way to report such occurrences.

Supervisors must ensure that all employees promptly report injuries or illnesses that may be related to their work. Supervisors must conduct an investigation to address any workplace safety issues and determine accurate account of what happened, where incident occurred, who saw the incident, etc. as part of the manager/ supervisor section of the Report of Work-Related Injury or Illness form, which must be submitted with 24-hours of the incident

Employees must inform their supervisors of any work-related injuries or illnesses as soon as possible and also report by end of the shift using the [Report of Work-Related Injury or Illness](#) link on the Duke Human Resources website. Health System employees will be directed to the Safety Reporting System to complete their reports.

The Occupational and Environmental Safety Office shall investigate work-related injuries and illnesses as appropriate.

## PROCEDURES

In the event of an injury or illness in the work area, an initial determination must be made of whether treatment is necessary. This should be done by both employee and supervisor. All medical care for work-related illnesses and injuries including exposure to infectious diseases must be obtained through one of the following clinics:

### Duke Campus, Medical Center, and Hospital:

EOHW– Duke Clinic (South), room 04290 Red Zone, PRT Level, Phone: 919-684-3136, Fax: 919-681-0555

### Durham Regional Hospital:

Employee/Occupational Health, 1<sup>st</sup> Level Watts Building, Phone: 919-470-5350, Fax: 919-470-5370

### Duke Raleigh Hospital:

Employee Health, Administrative Building, Suite 115, Phone: 919-954-3275, Fax: 919-954-3953

Employees at other locations should follow individual facility procedures.

### **In the case of life-threatening major injuries or the need for off hour medical care for work-related injuries/illnesses, care should be obtained through:**

Duke Hospital Emergency Department	919-684-2413
Durham Regional Hospital Emergency Department,	919-470-5345
Duke Raleigh Hospital Emergency Department	919-954-3870

<b>Exposure to blood or body fluids must also be reported to the Exposure Hot line. Call 115 from a campus phone or 919-684-8115 from any other phone.</b>
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## REFERENCES

Code of Federal Regulations, Title 29 Part 1904 (OSHA), *Recording and Reporting Occupational Injuries and Illnesses*