

SECTION	I.	General
Chapter	3.	Reporting of Injuries and Illnesses
Revision Date		12/2020
Review Date		12/2020

# REPORTING OF WORK-RELATED INJURIES AND ILLNESSES

## INTRODUCTION

### PURPOSE

Duke University and Duke Health, 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 remedial action.
- Planning for remedial action.
- Preparing reports required by NC Department of Labor, OSHA and Bureau of Labor Statistics (BLS).

### RESPONSIBILITIES

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

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](http://www.hr.duke.edu/injury) link ([www.hr.duke.edu/injury](http://www.hr.duke.edu/injury)) on the Duke Human Resources website.

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 the 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 within 24-hours of the incident.

As a complement to the supervisor's investigation, the Occupational and Environmental Safety Office or entity safety manager 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:

Employee Occupational Health and Wellness (EOHW), Duke Clinic (South),  
Sub-basement Level, room 00350 Orange Zone, Phone: 919-684-3136, option 2;  
Fax: 919-681-0555

### Duke Regional Hospital:

EOHW, 308 Crutchfield St., Suite C, Phone: 919-470-5350, Fax: 919-470-5370

### Duke Raleigh Hospital:

Employee Health, 3301 Benson Drive, Suite 201, Phone: 919-954-3952, 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
Duke Regional Hospital Emergency Department	919-470-5345
Duke Raleigh Hospital Emergency Department	919-954-3870

Non-emergency off-hour medical care for work-related injuries/illnesses may be obtained through Duke Urgent Care.

More information is available on Duke's HR website:

<https://hr.duke.edu/wellness/workers-compensation/receiving-medical-care>.

**Exposure to blood or body fluids must also be reported to the Exposure Hotline. Call 115 from a Duke University campus phone or 919-684-8115 from any other phone.**

## REFERENCES

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