
Work Related Illness or Injury

BL.SA.SM.019.r00

Introduction

Laboratory leadership recognizes the right for all employees to a safe work environment. At times an employee may become ill or injured while on the job. The Laboratory encourages employees to report **all** incidents no matter how insignificant the employee thinks it may be. Further, the Laboratory strives for collaboration between leadership and employees in an effort to improve the work environment and safety of the employees.

Purpose

To provide a procedure that identifies the steps to report an employee illness or injury.

Procedure

The employee contacts the immediate supervisor regarding the illness or injury to explain the circumstances. If the supervisor is not available, another supervisor or safety officer may be contacted.

The supervisor prepares the electronic report located online under All Departments>Occupational and Environmental Health>Quick Links>Employee Injury/Illness Form.

If the injury occurs at a time when a leader is not available (i.e. weekends) and the injured employee is able, the form can be completed by the employee or a peer who can assist.

If the illness or injury is emergent, the employee can be seen by emergency personnel first and the form can be completed at a later time.

The supervisor (or employee) prints three copies and distributes to:

1. The employee to give to the Emergency Center or Occupational Health Services (OHS) as applicable per Corporate HR Work Related Illness or Injury policy.
2. Safety Officer to review, for corrective action and per regulatory requirements.
3. Employee personnel file.

After the employee is seen by emergency or Occupational Health personnel, the employee is to return the completed Employee Injury/Illness form to the supervisor.

Illness and Injury Reports are maintained for 6 years per Record Retention Guidelines.

The laboratory follows all Corporate Occupational Health Services guidelines to “examine the injured or ill employee and make disposition of case indicating whether the employee is to be returned to the job or sent home” (350-3).

Work Related Illness and Accident Forms

Illness and Injury Evaluation

Supervisors are to review all illness and injury incidents and:

- Make any necessary corrections immediately following the incident,
- Conduct a root cause analysis, and;
- Apply corrective actions as to avoid repeated occurrences.

Incidents are reviewed during the BL Safety Committee and metrics are reviewed across campuses for analysis, to identify trends and ultimately improve safety in the workplace.

References

Corporate Human Resources Policy #250 Occupational Health Service
Corporate Human Resources Policy #250-3 Work Related Illness or Injury
Corporate Record Retention Guidelines dated 08/15/13
CAP Laboratory General Occupational Injuries & Occupational Injury Evaluation

Authorized Reviewers

This procedure is monitored by the Beaumont Laboratory Safety Committee.

Laboratory Safety Officer
Chair, Pathology and Laboratory Medicine
Beaumont Laboratory Medical Directors, Grosse, Pointe, Royal Oak, Troy, West Bloomfield

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EMPLOYEE ILLNESS/ACCIDENT

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Document History

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| Approved by: (Electronic Signatures) M Amin MD (RO-Anatomic Path) D Grossman MD (Troy) M Kolins MD (RO-Clinical Path) J Liu, MD (W Bloomfield Breast Cancer) V Pansare MD (Grosse Pointe /Outreach) | 11/03/2015 11/03/2015 11/03/2015 11/15/2015 11/04/2015 | | | |
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