

How to Handle Workplace Injuries

Goodwin College strives to provide a safe, healthy work environment for all faculty and staff. However, accidents can and do sometimes happen. This policy outlines the steps that faculty and staff should follow in the event of an on-site injury.

Responsibilities of the Injured Employee

1. Give notice to your direct supervisor and Human Resources immediately after the incident (within 24 hours).
2. Request that an in-house "Incident Report" be completed.
3. Request information on obtaining medical care.
4. Complete a 1st Report of Injury (located on the Goodwin website) and forward to Human Resources, along with the Incident Report.

Responsibilities of the Direct Supervisor

1. The direct supervisor is responsible for assessing the incident (emergency or non-emergency). They are then responsible for documenting, with the assistance of the injured employee, the facts of the accident/injury. If the injured employee is too upset to give an accounting, then the direct supervisor, along with

INCIDENT REPORT

Employee Name:

Type of Medical Attention

Did employee remain at work?

Yes No

Did employee receive First Aid at work?

Yes No

Was employee referred to Physician or Occupational Medicine?

Yes No

Was employee transported to an emergency facility?

Yes No

If yes, please describe type of transportation (private vehicle, ambulance, etc.)

REPORT PURPOSE CODE
Goodwin University, Inc.

GOODWIN COLLEGE, INC.

ADMINISTRATOR CLEARING NUMBER

