Title: Procedure for Employee Accident/ Illness

Purpose: Michigan Occupational Safety and Health Administration (MIOSHA) mandates the reporting and recording of work-related incidents. The rules were designed to help employers recognize where workplace hazards were occurring, and, through effectively tracking injuries and illnesses, enables employers to take corrective action to eliminate the hazards. The timely reporting of injuries and illnesses supports the University’s ability to meet the MIOSHA regulations for work-related incidents, and also enables the University to better respond to the medical treatment and return-to-work needs of injured/ill faculty and staff.

Procedure:
1. Report incident to the Lab Manager or Director immediately. If an emergency response is necessary, phone 911. If the staff member requires medical treatment, the Lab Manager or Director will refer him/her to M Works located at the University of Michigan Hospital, 1500 E. Medical Center Drive, B1, phone: (734) 998-8788. M Works is open Monday-Friday, 7:00 a.m. until 5:00 p.m. After hours, weekends or holidays, please go to the University of Michigan Hospital’s Emergency Room.

2. The Lab Manager or Director will report all work-related injuries and illnesses to Work Connections as soon as possible within 24 hours. Illness/Injury Report Forms are available on-line at [http://www.umich.edu/~connect](http://www.umich.edu/~connect); fax to (734) 936-1913. Verbal reports may be called in to (734) 615-0643.

3. All serious accidents resulting in fatalities or in the hospitalization of three or more staff members must be reported to OSEH within 8 hours. OSEH’s phone number is 763-4568.

4. After the appropriate treatment has been received, the Lab Manager or Director will review the incident with the staff member, discuss procedures or procedural changes that may be necessary and summarize the follow up steps taken. Then a copy of the Report Form will be filed in the Employee Accident/ Illness Notebook located in Room A124.

5. Report Forms will be reviewed on a quarterly basis to determine if the same/related accidents/illnesses are recurring. If they are recurring, additional procedures, procedural modifications or other systems will be enacted to protect laboratory staff and continue to improve laboratory quality control/quality assurance.