

Injury Reporting Policy

Purpose

This policy outlines the procedures for reporting, managing, and preventing work-related injuries and illnesses of Virginia Union University employees. The policy aims to ensure prompt medical attention, facilitate incident investigation, and create a safe and healthy work environment. In addition, the policy is also aims to create a streamlined reporting and recordkeeping process.

Reporting Requirements

All work-related injuries and illnesses, regardless of severity, must be reported to the employee's supervisor/manager before the end of their shift or workday. This includes injuries occurring on campus property, during work hours, or while performing job-related duties off campus on behave of the University.

Emergency Situations: In case of an emergency, dial 911 immediately and then notify Campus Police **804-257-5777**. Please also alert the supervisor/manager of the injured employee.

Non-Emergency Incidents: Injuries or illnesses that do not require immediate medical attention must also be reported to the supervisor/manager before the end of your shift or workday.

Incident Investigation

Upon notification of an injury or illness and ensure and ensuring emergency medical attention is provided if needed, the supervisor/manager will initiate an incident investigation. The goal is to document the incident, determine root cause(s) and identify steps to mitigate a recurrence. The investigation should be completed within five (5) **working** days of the incident and submitted to Human Resources via **ASKHR@Vuu.edu**. The investigation should include:

- Gathering information from the injured employee, witnesses, and other relevant parties.
- Reviewing incident reports, medical records, and surveillance footage (if available).
- Identifying root causes and contributing factors.
- Developing corrective actions to prevent similar incidents in the future.

Medical Treatment

The College will provide reasonable assistance to employees in obtaining necessary medical treatment for work-related injuries or illnesses. Employees should seek medical attention promptly and inform their supervisor of the treatment received.

Workers' Compensation

The College maintains workers' compensation insurance to cover eligible work-related injuries and illnesses. Employees must cooperate with the claims process by providing necessary information, documentation and attending medical appointments as required.

All incidents and investigation forms must be completed and submitted to Human Resources and Talent Management (HRTM) will report all incidences of employee injuries and illnesses to the University's Worker's compensation carrier to initiate the claims process.

Recordkeeping

All injury and illness incidents, including investigations, corrective actions, and medical documentation, must be accurately recorded and maintained in accordance with applicable federal and state regulations. Records must be retained for a minimum of five (5) years following the end of the calendar year the injury or illness occurred.

Prevention

The College is committed to creating a safe and healthy workplace. Employees are encouraged to report unsafe conditions or practices to their supervisor. Regular safety training and inspections will be conducted to identify and address potential hazards.

Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with applicable regulations. Updates will be made as needed and communicated accordingly.

Note: This policy is a general outline and may require modification to comply with specific state and federal regulations. It is recommended to consult with legal counsel to ensure compliance.



Virginia Union University reserves the right to modify this policy at any time.

Any questions should be directed to ASKHR@vuu.edu