

Work Related Injuries And Illnesses Program

University of South Carolina Lancaster

INTRODUCTION

All work related injuries and illnesses must be properly reported in order to provide for prompt medical evaluation and treatment, to qualify for payment of medical expenses and wage replacement benefits, and to comply with state and federal regulations.

SCOPE AND APPLICATION

An injury or illness is classified as work-related only if it arises out and in the course of employment at the University of South Carolina Lancaster. Specific reporting requirements are mandated under the South Carolina Worker's Compensation Law and the Occupational Safety and Health Act, some of which is described below. Questions about whether an injury or illness is work-related should be directed to USC Occupational Health.

Individuals that do not have work-related injuries or illnesses but need special accommodations in their workplace may fall under the Americans with Disabilities Act (ADA). For further information, call the Department of Human Resources. While accidents involving outside contractors or other visitors to campus do not fall within the scope of this section, serious injuries to these individuals should be reported to the USC office of Risk Management.

PROGRAM DESCRIPTION

Medical Evaluation and Treatment

For all emergencies call Lancaster County EMS at 911. For non-emergency during normal business hours, individuals with work related injuries or illnesses should be referred to Carolina Urgent And Family Care, 1130 Highway 9 Bypass W, for evaluation, consultation, treatment, and referral. For any injury or illness after normal business hours, report to the emergency Department at Lancaster Memorial Hospital, 800 W. Meeting Street.

For injuries that result from accidental contact with hazardous or toxic substances, also call the Safety Director at 6-7085.

Lost days from work due to a work-related injury or illness must be authorized by the treating physician, and a release to return to work is required. Compensation is coordinated through the Human Resources office.

Reporting/Notification

Employees should notify their supervisor as soon as possible after the accident occurs, but should not delay treatment. The employee is required to complete the Employee Injury Report as soon as possible.

The supervisors must complete the Worker's Compensation Supervisor's Report.

The forms must be properly completed in order to meet state reporting requirements, and file a claim under Worker's Compensation. Forms can be obtained from the Human Resources office at 6-7456.

OSHA Recordkeeping and reporting Requirements

The University is required by OSHA to maintain a log of work-related injuries and illnesses. OSHA has stringent reporting requirements and failure to report these accidents may result in penalties.

ROLES AND RESPONSIBILITIES

Department

*Require prompt reporting by workers of all work-related injuries or illnesses.

Work Related Injuries And Illnesses Program

University of South Carolina Lancaster

*Ensure the proper completion of required reports.

Supervisors

*Contact EMS (911) when emergency medical attention is necessary.

*Contact EHS in Columbia immediately when a work-related accident results in death or hospitalization.

* Contact EHS in Columbia for injuries that result from accidental contact with hazardous or toxic substances.

Human Resources

*Review status of work restrictions and OSHA log 300.

*Manage the Worker's Compensation Program.

*Maintain the OSHA Log 300 for occupational injuries or illnesses.

Individual

*Report all work-related injuries or illnesses promptly to the supervisor.

*Seek medical assistance at Carolina Urgent and Family Care during normal business hours, or at Lancaster Memorial Hospital after hours.

For More Information

*Contact Human Resources at 6-7456 or the USC Worker's Compensation Coordinator at 777-6650 for additional information about the South Carolina Worker's Compensation Law.