

Occupational Illness and Injury Reporting

Approved: April 30, 2019
Resolution No. 19-173

A. Introduction

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

B. Guidelines

1. Before an Illness/Injury
 - a. Follow any established safe working practices.
 - b. Discuss any unsafe working conditions with your supervisor.
2. After an Illness/Injury - Employees
 - a. Notify your supervisor immediately.
 - i. Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. Incidents that have the potential to result in emotional/psychological trauma should always be reported.
 - ii. If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor.
 - b. Work with your supervisor to determine what kind of care you need for your illness/injury.
 - c. If needed, seek medical attention.
 - i. The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.

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- ii. For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.
 - Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.
 - iii. For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7am and 4:30pm, go immediately to Sparrow Occupational Health Services for treatment.
 - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
 - iv. For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.
 - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
 - v. For non-emergencies that take place Monday through Friday between the hours of 7am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.
 - vi. For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8pm Monday through Friday and from 8am to 8pm on weekends and holidays.
- d. Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).
 - e. If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.
 - i. This paperwork will also specify any work restrictions you may have been placed on.
 - f. If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.
 - i. In order to ensure follow-up care is covered under Workers' Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.

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- g. Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

3. After an Illness/Injury - Supervisors

- a. As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.
 - i. If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.
- b. If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee's condition as soon as possible.
- c. Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.
- d. If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, that employee should be directed to the County's current employee assistance program (EAP) provider.

History: 2019, Resolution 19-173, Effective April 30, 2019; -- Amended 2019, Resolution 19-252, Effective June 12, 2019

- e. Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.
 - i. If the employee is available to complete and sign the report, have them do so.
 - ii. Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.
 - iii. If the employee refuses medical care that appears to be necessary, document that refusal on the report.

- iv. Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.

C. MIOSHA Serious Incident Reporting

1. If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report that incident to MIOSHA within 24 hours of the incident.
2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.
3. MIOSHA Serious Incident Reporting Guidelines
 - a. During Business Hours (Monday-Friday, 8am to 5pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.
 - i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.
 - ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
 - b. After Business Hours: If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.
 - i. Amputation, Loss of an Eye, and/or In-Patient Hospitalization: Call the MIOSHA Injury Report Line at 844-464-6742.
 - ii. Fatality: Call the MIOSHA Fatality Report Line at 800-858-0397.
 - iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.
 - iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

D. Attachments

- Attachment #1: Ingham County Employee Incident Report

Occupational Illness and Injury Reporting Policy

- Attachment #2: Sparrow Occupational Health Services Authorization for Work Related Injury Care
- Attachment #3: MIOSHA Serious Incident Reporting Guidelines

Ingham County Employee Incident Report

For Reporting Work-Related Injuries/Illnesses

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

Employee Name:		
Employee #:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Job Title:	Department:	
Home Address (Street, City, State, Zip):		
Home/Cell #:	Work #:	
Date of Birth:	Date of Hire:	Date of Incident:
Location of Incident:	Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Time Shift Began: <input type="checkbox"/> AM <input type="checkbox"/> PM	Nature of Injury (i.e. burn, cut, strain):	
Body Part(s) Injured (i.e. right arm, left leg):		
Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures):		
Name/Phone Number of Witnesses (if any):		
Medical Treatment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date of Treatment:
Treatment Location: <input type="checkbox"/> Sparrow ER <input type="checkbox"/> Sparrow Occupational Health <input type="checkbox"/> Sparrow Urgent Care		
Date Employee Reported Incident:	Employee Have Second Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's Name:	Supervisor's Work #:	
Supervisor's Signature:		
Form Completed By:		Date Completed:

If you have any questions about completing this form, contact Steph Banthem, Benefits/Leave Analyst in Human Resources at 517-272-4187 or sbanthem@ingham.org.



OCCUPATIONAL HEALTH SERVICES
AUTHORIZATION FOR WORK RELATED INJURY CARE

INJURY CARE LOCATIONS AND SERVICE HOURS
Sparrow Occupational Health Services
Sparrow Urgent Care (after-hours injury care)
Sparrow Hospital Emergency Room

EMPLOYEE INFORMATION:

Patient's Name: Date of Birth:
Authorizing Company: Social Security #:

INJURY INFORMATION:

Head Injuries that are accompanied by any of the following symptoms should be sent directly to the Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision

Date of Injury: Date Injury Reported to Employer:
Description of Injury:

POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo Identification Required)

Breath Alcohol Testing (not available at Urgent Care (UC) Locations):

Non-DOT Breath Alcohol Test DOT Breath Alcohol Test

Lab Based Urine Drug Test:

DOT Urine Drug Screen
Urine Drug Screen (Non-DOT)
Urine Drug Screen Collection Only
Other/Special Instructions:

Rapid Urine Drug Tests (not available at UC Locations):

5 Panel Rapid
11 Panel Rapid
Nicotine Rapid

I request and authorize the above-named employee to receive injury care from Sparrow Health Services. I further understand that my company will be financially responsible for any and all authorized services in the event my workers compensation insurance carrier denies the charges for any reason.

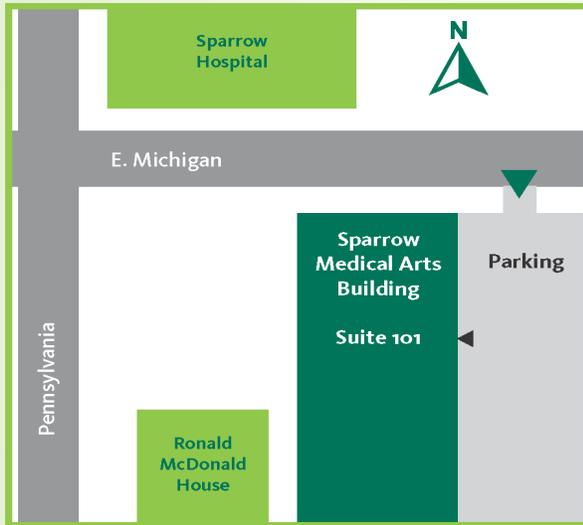
Supervisor Signature:

Printed Name: Date:

Contact Phone Number: Contact Email:

Sparrow Occupational Health

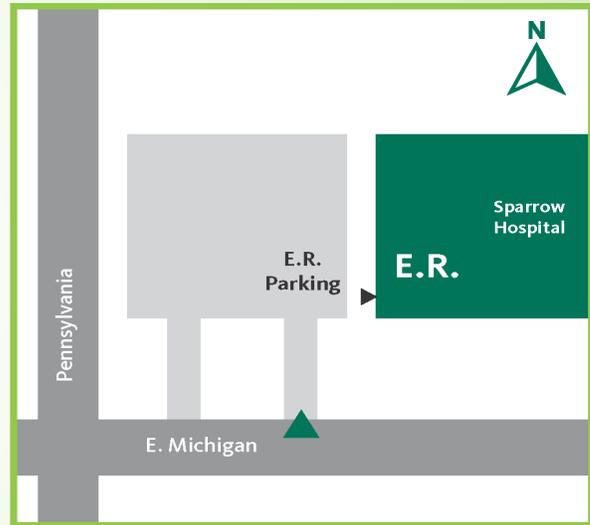
All injuries
Monday-Friday | 7 a.m. to 5 p.m.



Sparrow Occupational Health Services Clinic
Sparrow Medical Arts Building
1322 E. Michigan Avenue, Suite 101, Lansing
517.364.3900

Sparrow Emergency

All emergencies and any injuries
Daily | 8 p.m. to 8 a.m.



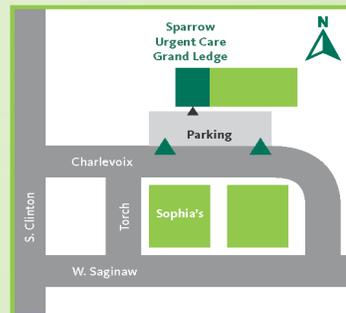
Sparrow Hospital Emergency Room
1215 E. Michigan Avenue, Lansing
517.364.1000

Sparrow Urgent Care

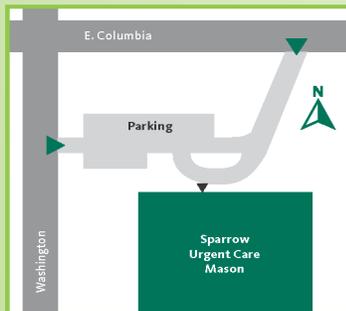
Injuries when Occupational Health Services is closed
Monday-Friday | 5 p.m. to 8 p.m.
Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.



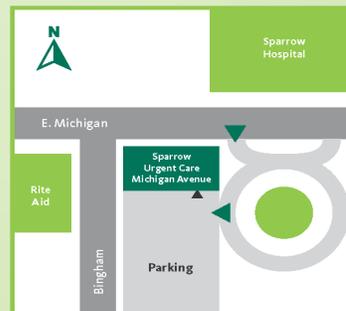
Sparrow Urgent Care East Lansing
2682 E. Grand River Avenue
517.333.6562



Sparrow Urgent Care Grand Ledge
1015 Charlevoix Drive
517.627.0100



Sparrow Urgent Care Mason
800 E. Columbia Street
517.244.8900



Sparrow Urgent Care Michigan Avenue
1120 E. Michigan Avenue
517.364.9790

All Patients will be referred to Sparrow Occupational Health for follow-up.

MIOSHA Serious Incident Reporting Guidelines

For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.
- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
 - **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
 - **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.

The following questions may be asked during the reporting call to MIOSHA:

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.
- Nature/details regarding the employee's medical condition/treatment.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.