



Policy Timeline

Initial Effective Date: 01/03/2014

Frequency of Review:

Semiannually (twice per year)

Annually

Biennially (every two years)

Other: _____

Date(s) Revised: 11/1/2020

Policy Overview

The University of Health Sciences and Pharmacy in St. Louis complies with workers' compensation laws and provides workers' compensation benefits to employees injured in the course and scope of their employment with the University. The University believes employees have a right to a safe workplace and maintains this workplace injury policy and procedures to ensure that the University complies with state workers' compensation requirements, and provides a safety-focused work environment of injury reporting and treatment. Employees are required to report all work-related injuries as soon as possible. Medical treatment is authorized and coordinated by the University.

Applies to: (examples—Faculty, Staff, Students, etc.)

This policy applies to all employees of the University. This includes faculty, staff and student workers.

Policy Details

All employees (faculty, staff and student workers) are covered by Worker's Compensation insurance and will receive benefits in accordance with Missouri Worker's Compensation Law for work-related injuries or illnesses.

- All accidents and/or injuries, including those that do not require medical treatment or care, must be reported immediately to the employee's supervisor and to the Human Resources Department.
- The University of Health Sciences and Pharmacy in St. Louis will not discriminate or retaliate against any employee for raising a safety or health concern, or for reporting work-related injuries or illnesses.
- The employee's supervisor is then required to complete an "Employee Report of Injury" that includes the details of the report of the accident and/or injury. This report must then be provided to the Human Resources Department within 24 hours of the initial report to the supervisor. The Human Resources Department will prepare and process the information as required by the workers' compensation laws within that state. Timely reporting is critical, because claims may be denied if accidents and/or injuries are not reported promptly.
- Medical care is coordinated by the University to get the injured employee healed and allow them to return to work. Under the Missouri workers' compensation law, the employer has a right to designate the doctor, hospital or medical care facility to provide treatment to the employee. The cost of authorized medical expenses for work-related injuries are the responsibility of the University. However, the University's workers' compensation insurance may only pay for treatment at authorized facilities. If an employee elects to have an unauthorized physician provide treatment, payments may be the employee's responsibility.
- The University reserves the right to require a drug and/or alcohol test when work-related accidents occur in accordance with its policy on drug and alcohol testing found in University handbooks. Employees may be required to provide body substance samples (such as urine and/or blood) to comply with standards and guidelines set forth by the workers' compensation insurer. If it is determined that the employee was under the influence of drugs and/or alcohol at the time a work-related injury occurred and if the cause of the accident was directly related to the use of drugs and/or alcohol, the employee will not be eligible to receive workers' compensation benefits in accordance with Missouri law.
- Employees returning to work full-time following an absence due to work related accident and/or injury or disease will be provided paid time-off for therapy or medical treatment. Employees unable to work at all following an accident may get compensated directly by the workers' compensation insurance carrier for lost time, consistent with Missouri Worker's Compensation laws. This time off may interact with other policies including the Family and Medical Leave policy and sick time policies. The University will evaluate work restrictions on a case-by-case basis with consideration given to the medical evaluation, expected duration of restriction, duties of a position, skills and capabilities of the employee, availability of work to be completed in the employee's current position given restrictions, or other positions for temporary transfer.

- An employee with a work injury must follow any and all instructions of the authorized treating health provider. This compliance includes prescription use, therapy, following activity restriction and returning for follow-up visits. Compliance with medical instructions is mandatory for job tasks and off the job.
- An employee who fails to return to work after receiving a release from his/her authorized treating physician will be considered absent without authorization.

Procedures

Following are the procedures to be followed in the event of a work-related injury or illness.

- For immediate help and treatment, contact Public Safety at extension SAFE (7233). Explain nature of employee injury so public safety staff can respond appropriately with proper equipment (AED, first aid equipment, if necessary) or coordinate and emergency medical response.

1. Report the injury

Immediately, report the injury to your supervisor. The supervisor on duty at the time of the injury is to report to the scene of the accident, as appropriate, to ensure prompt medical attention for the employee(s) involved and to address any safety hazards which may have caused or contributed to the injury. In the event the injury occurs outside the employee's home department, a supervisor on duty in the area where the injury occurs is to report to the scene immediately.

The supervisor should contact Human Resources staff at 314-446-8132 Monday through Friday 8:30am-5:00pm. If the injury occurs outside normal office hours, Public Safety will contact a medical authorizer if the injury requires treatment.

2. Obtain treatment for injury/illness

- First aid** - Public safety officers are trained in first aid, CPR and AED use. Many faculty and staff are also CPR or first aid certified.
- For emergencies** - Public Safety will respond as well as contact 911. Public safety officers will coordinate emergency personnel. For work-related, life threatening injuries the employee will be transported to an in-network hospital such as BJC Emergency Medical Department. Human Resources will coordinate follow up treatment.
- For non-emergencies** – Human Resources will provide authorization prior to the employee receiving treatment at the appropriate facility
- For body substance exposure** – Immediately contact 1-877-POST-EXP (877-767-8397) for 24-hour consult regarding exposure to blood and/or body fluids

due to a needle stick and/or splash.

3. Employee Report of Injury

The supervisor completes an Injury Report within 24 hours. The employee provides a statement on that report. The completed report should be submitted to Human Resources. This report must be completed as soon as possible. The form is available as an online supplement to this policy; paper forms are available in Public Safety and outside the Human Resources office.

4. Follow up

The supervisor should notify Human Resources when the injured employee returns from treatment. If an employee is unable to return to work following a work-related injury, the supervisor is responsible for notifying Human Resources.

Human Resources will coordinate follow up medical care, if necessary. HR will remain in communication with the insurance carrier and employee regarding progress, restrictions, lost time, medical follow-ups, and return to work plans. In the event a return to work with restrictions is available, Human Resources will coordinate with the employee and supervisor to determine if those restrictions can be met. Human Resources is responsible for tracking injury data for OSHA and other reporting.

Authorized Treatment Facilities: University of Health Sciences and Pharmacy in St. Louis employees may receive initial treatment at:

First Aid:

On campus by trained and authorized personnel

Emergency Care:

Barnes-Jewish Hospital Emergency Department
400 S. Kingshighway Blvd.
St. Louis, MO 63110
(314) 362 – 9123

Non-Emergencies and Urgent Care:

BarnesCare Midtown
5000 Manchester Ave
St Louis, MO 63110
Phone: (314) 747-5800
Fax: (314) 747-5866
7:30 a.m.-6 p.m. Monday to Friday

Concentra - Midtown
6542 Manchester Ave
St. Louis, MO 63139
Phone: (314) 647-0081
8 a.m.-5 p.m. Monday to Friday

Body Substance Exposure:

1-877-POST-EXP (877-767-8397) for 24hr consult

Transportation to Treatment: Public Safety, as available and if needed, can transport employees to BarnesCare Midtown or to Barnes Hospital Emergency Department. In some instances, a supervisor may authorize another employee to provide transportation or the injured employees may transport themselves if the injury is not serious and it is safe to do so.

Personnel who can authorize treatment: Specific authorization is necessary for nonemergency/urgent care treatment with providers. The following administrators may complete a verbal authorization or a written form for the employee to take with them to treatment:

Director, Human Resources – Daniel Bauer, 314-446-8308, Daniel.bauer@uhsp.edu

Associate Director, Human Resources – Ivory Woodhouse, 314-446-8315,
ivory.woodhouse@uhsp.edu

Vice President, Operations – Eric Knoll, 314-446-8375, eric.knoll@uhsp.edu

Responsibilities

<u>Position/Office/Department</u>	<u>Responsibility</u>
Employee	Report injuries immediately to supervisor
Supervisor	Report injury to Human Resources, complete injury report
Human Resources	Human Resources is responsible for all documentation of work-related injuries, all filing of claims, coordinating medical benefits, expenses, lost time, and restricted duty.
Public Safety	Initial response to injury for first aid, AED use, or coordination with emergency response.

Resources (required for any resource referred to in the policy)

Employee Report of Injury

Workplace Injury Protocol Summary

Drug and Alcohol Testing policy in Faculty Handbook and Staff Handbook

Policy Contacts

<u>Name</u>	<u>Contact Information</u>
Dan Bauer	314-446-8308, Daniel.Bauer@UHSP.edu

POLICY APPROVALS

POC: **Approved as to Form** **Not Approved**

POC Chair Signature: *D.B.*
Daniel Bauer (May 27, 2021 08:21 CDT)

Date: May 27, 2021

Policy Sponsor: **Approved** **Not Approved**

Signature: *D.B.*
Daniel Bauer (May 27, 2021 08:21 CDT)

Date: May 27, 2021

President: **Approved** **Not Approved**

Signature: *John A. Pieper*
John A. Pieper (May 27, 2021 08:56 CDT)

Date: May 27, 2021

Board of Trustees: **Approved** **Not Approved** **Not Applicable**

Chair Signature:

Date:







Work-related Injury or Illness Reporting and Treatment 5.18.2021 - final

Final Audit Report

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