

SUNY POTSDAM EMPLOYEE ACCIDENT REPORTING PROCEDURES

All employee accidents, regardless of severity level, must be reported and a SUNY Potsdam Accident/Injury Report must be completed for all injuries. **The requested information is required by law, under the NYS PESH Rule Part 801.**

When an employee is involved in a work-related injury, the following steps must be followed:

1. The employee must notify their supervisor immediately. If this is not possible & a witness is on the scene, the witness can contact: 1. the employee's supervisor if known; 2. the Office of Human Resources at #2094; or 3. University Police at #2222. ***Failure to immediately report an accident may compromise the employee's occupational injury/illness claim.***
2. An Accident/Injury Report is to be completed in full, by the supervisor and injured employee, if the employee is capable of doing so. The Accident/Injury Report is then forwarded to the Office of Human Resources on the day of the accident, if medical attention is required or if the employee will miss time from work. If the form cannot immediately be delivered to Human Resources, the supervisor is to contact Human Resources at # 2094. Incomplete Accident/Injury reports will be returned to the supervisor for completion.

University Police may be dispatched to the scene of the incident depending on the severity of the accident. The Supervisor should notify University Police if medical attention is required.

Accident/Injury Reports involving no lost time or medical treatment are to be forwarded to Human Resources as soon as possible.

The campus Environmental Health and Safety Officer will also receive copies of all reports, which are subject to investigation.

3. It is **essential and mandatory** that supervisors refer all employees that are involved in accidents, to the NYS Accident Reporting System (ARS), which is 1-888-800-0029. The employee will be given an ARS intake number, which they will need to write down. If the employee needs to obtain a prescription, related to the injury, they present their ARS incident number and relay the group number (NYSIF). The pharmacy should then contact Express Scripts at 866-533-7011 As a result, there will be no charge for the prescription.
4. All employees, who are out on leave for more than 5 days, are required to complete a Leave of Absence form. If applicable, the employee will also be notified of their rights under the Family Medical Leave Act.

5. **The following applies to CSEA employees:** If the employee is to be out of work 5 working days or more, they must determine, immediately, if they want to charge the first 5 days of their absence to sick leave accruals, or be placed on the workers' compensation payroll effective their first full day of absence (partial days do not count). If the employee decides to charge accruals during the first 5 days, they are then placed on the leave without pay effective day 6. Wage replacement is then determined by New York State Insurance Fund.
6. Employees, other than CSEA employees, are to contact the Office of Human Resources for specifics on their workers' compensation benefits.
7. The injured employee must provide medical documentation to support all absences connected to the work related injury. Documentation must include the following for it to be acceptable: the diagnosis, prognosis & estimated period of absence. It is the employees' responsibility to obtain appropriate medical documentation. All medical statements are to be turned in to Human Resources. The doctor's office may fax it to 316-267-2170. It will remain confidential and Human Resources will in turn notify the employees' supervisor of their status.
8. Prior to returning to work, a medical certificate, from the employees' physician, must be submitted to Human Resources, stating the exact day on which the employee is able to return to work and if there are any restrictions. If there are restrictions, they must be specific and state when they can be lifted. Light duty may be considered when a person is 50 % disabled or less and within 45 days of full recovery. A Physical Capabilities form, which can be obtained from the Human Resources, must also be completed. Human Resources will discuss the restrictions with the employees' supervisor to determine if light duty is possible. An employee may be required by the College to undergo a medical examination by a New York State doctor at any time during their workers' compensation leave.
9. It is critical that the employee remains in contact, regularly, with Human Resources throughout their workers' compensation leave.

Questions on workers' compensation procedures are to be directed to Human Resources at 315-267-2094.