

In the unfortunate event that you are injured or become ill on the job:

1. Report your injury or illness to your direct supervisor or their designee.
2. Obtain an Employee Injury/Illness Report form:
 - You are responsible for completing the appropriate section of the report.
 - Your supervisor or their designee will complete their section of the report.
3. Get medical attention if needed:
 - Report to Employee Health & Wellness (or the Emergency Department during off hours or in a life-threatening emergency).
 - Tell your doctor or practitioner that your injury is work-related.
 - Employee Health & Wellness or the ED will complete their section of the Employee Injury/Illness Report.
 - If you have not received medical attention at this time, this must be noted on the form. If medical attention is sought at a later date documentation must be provided from your health care practitioner to Timekeeping.
4. Ensure the completed Employee Injury/Illness Report is faxed to 631-632-2687 for proper distribution. You and your supervisor should keep a copy of the report.
5. Notify the NYS Accident Reporting System (ARS) 1-888-800-0029, Toll free - 24 hours a day.

6. Notify your supervisor or designee and Timekeeping if your private physician or practitioner extends the off-duty time beyond the time authorized by Employee Health & Wellness or the ED.
7. If subsequent medical attention is received, documentation must be provided from your health care practitioner to Timekeeping. The note from the practitioner should contain a prognosis and estimated date of return.
8. Report any incidents involving medical equipment to Biomedical Engineering (444-1420).

Important: In order for the State Insurance Fund to evaluate your case for payment of your Workers' Compensation wage replacement benefits and medical bills they need to have an Employee Injury/Illness Report from your employer, ARS notification, and a medical report from a physician indicating your disability is due to your job-related injury.

***For Further Assistance/
Information Please Contact:***

Timekeeping: 4-4377

***Employee Health & Wellness:
4-7767***

***Hospital Workers' Compensation:
4-8051***

***Environmental Health & Safety:
4-6783***

***Reference: Administrative Policy HR:0016,
Employee Occupational Injury/Illness Reporting***



A Safer, Healthier Stony Brook

Employee Guide

A Safer, Healthier Stony Brook—**YOU** Can Make a Difference!

The most prevalent types of injuries and illnesses that impact our valued hospital staff are:

1. Contaminated Sharps (needlesticks)
2. Ergonomic Sprains (patient handling, trash removal, and supplies or equipment transport)
3. Lacerations, Contusions and Sprains (slips, trips, falls, and impact)
4. Biological Exposures (splashes of blood or other potentially infectious materials)
5. Chemical Exposures
6. Workplace Violence during patient care

Did you know that in a typical year.....

- About **800 Employee Injury/Illness Reports** are filed by our employees!
- Due to these injuries and illnesses, our employees were unavailable to provide patient care and services for approximately **10,000 days***!

* Total lost days, as measured for PESH

What can you do to help?

- Use lifting equipment or ask for assistance when handling patients, or heavy supplies or equipment.
- Always follow your departmental work procedures. If you are unfamiliar with a specific procedure, request training.
- Familiarize and follow Environmental Health and Safety's policies which are posted on the Hospital's intranet.
- As required, wear your personal protective equipment such as gloves, goggles, gown or N95 respirator.
- Be careful and alert to your surroundings. If you see spillage or wet floors, please take immediate action to remedy.
- Avoid rushing as you or others may be injured.
- Secure loose wires to minimize tripping hazards.
- If you see something, say something. Report unsafe conditions to your supervisor, Environmental Health & Safety (4-6783), or University Police (911) immediately.

In order to reduce our injuries and illnesses, we ALL must actively participate!

You may ask, "Why is this important?". First and foremost, no one wants to sustain an injury or illness which can cause both physical pain and emotional stress. Secondly, many employee injuries and illnesses impact our patients because our staff is unavailable to provide patient care. Financially, our Workers' Compensation costs for the injured worker and for staff replacement or



Loss Prevention Team:

Staff from Workers' Compensation, Environmental Health & Safety, Employee Health & Wellness and Timekeeping