	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

PURPOSE

To provide guidance for all faculty, staff, students, volunteers, and visitors on University of Florida (UF) properties throughout the State of Florida or while on UF business, to understand and follow reporting guidelines after either an injury, illness, near-miss, safety concern or work-related injury/incident.


SCOPE

Measures outlined in UF’s Injury/Incident Reporting Guidelines apply to all UF employees (faculty, staff & volunteer) and non-employees (student, and/or non-UF individual), who may have acquired an injury, illness or near-miss while either conducting university work business or on UF property. The steps outlined in this document, recommends immediately seeking medical attention for anyone who is injured or becomes ill, and reporting the injury/incident within 24 hours following an incident to:

- **AmeriSys** (Workers’ Compensation) for UF employees at 1-800-455-2079 (24/7) and;
- **Environmental Health & Safety** (EH&S) at <https://www.ehs.ufl.edu/>

DEFINITIONS

- **AmeriSys:** State of Florida’s authorized 3rd party vendor to handle all workers’ compensation (WC) claims due to being injured while carrying out work-related tasks or conducting university work business. Employees and approved volunteers are eligible for workers’ compensation.
- **Emergency:** A serious incident or dangerous situation where a person is injured, becomes ill or has a medical condition that requires immediate action or treatment.
- **Employee:** Any person employed for wages or a salary for the University of Florida.
- **Incident:** An occurrence or event, natural or human-caused, which may require an emergency response to protect life or property.
- **Injury/Incident Reporting Platform:** Managed by EH&S, the injury/incident reporting platform is an in-house UF built reporting system that provides centralized documentation and streamlines how the enterprise reports, investigates, and mitigates risk.
- **Near-Miss:** A potential hazard or incident in which no personal injury, illness, or property was either sustained or damaged, but where, given slight shift in time or position, damage and/or injury easily could have occurred.
- **Non-UF Individual:** A visitor, contractor, 3rd party organization/company, or general community member, etc. who is not affiliated with the university.
- **Non-Urgent:** Minor work-related injury or illness that does not require immediate intervention or treatment to prevent the worsening of the individual’s health condition.

	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

Remember...if in doubt, consider incident as urgent, and have person seen or treated by a healthcare professional or emergency medical responder.

- **Principal Investigator (PI)** – A person(s) in charge of a lab space and/or scientific research grant and is responsible for ensuring all safety training and safety protocols in the lab are followed.
- **Safety Concern:** Anything of concern that appears to not be safe and has the potential to result in someone being injured if not corrected.
- **Student:** A person currently enrolled and actively taking classes at UF.
- **Supervisor:** An individual that is placed in authority to direct or oversee a specific person, group, or department within UF. The supervisor should be the person that someone directly reports to, who is identified on the employee’s job description.
- **Volunteer:** Any person who of their own free will provides goods or services to UF, with no monetary or material compensation, on a continuous, occasional, or one time basis as defined in [UF Policy Hub](#) & [Florida Statute Chapter 110, Part IV](#). To be considered an approved volunteer for UF, the volunteer must have completed the volunteer process and form through UF Human Resources. [Volunteer Form](#)
- **Work-Related:** An accident, injury, illness, or near-miss is considered “work-related” if an event or exposure while working on behalf of UF either in the workplace or while on business, is either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Exceptions may apply.
- **Urgent:** A pressing work-related event or situation requiring immediate actions, which include, but not limited to medical attention or supervisor notification within 8 hours.


RESPONSIBILITIES

A. EH&S:

- i. Collaborate with the State of Florida, Department of Risk Management - Loss Prevention to track, mitigate and reduce any injury, illness, or incident throughout UF system.
- ii. Report injuries to OSHA when required.
- iii. Conduct incident investigation if necessary.
- iv. Document and retain all injury/incident reports and investigations documentation.
- v. Track injury, illness, incident, near-misses, and safety concern trends.
- vi. Collaborate with campus partners on recommended trainings and best practices to reduce injury, illness, and incidents at UF.

B. Employee/Volunteer:

- i. Seek medical attention if needed.
- ii. Report any injury, illness, incident, near-miss or safety concern to your supervisor or Principate Investigator (PI) immediately.

	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

- iii. Start WC report/claim with AmeriSys about incident and/or injury.
- iv. Obtain necessary follow-up care if needed.
- v. Complete Injury/Incident Reporting document with EH&S (includes near-miss & safety concerns).
- vi. Collaborate with EH&S or internal department on incident investigation if necessary.

C. Human Resources:

- i. Receive and process any paperwork regarding a work-related injury or incident with AmeriSys.
- ii. Collaborate with EH&S on any work-related injury or incident.
- iii. Ensure necessary signatures and supporting documentation are obtained for all necessary forms.
- iv. Work with employees on any FMLA documentation and/or Return to Work restrictions.
- v. Receive notifications and updates from employees regarding WC and follow-up care.

D. Non-UF Individual/Companies:

- i. Seek medical attention if needed.
- ii. Complete the online EH&S Injury/Incident Reporting form at www.ehs.ufl.edu. Give a brief description of the injury, near-miss, or incident to include who, what, where, when, and why.
- iii. For vendors/companies working on UF property, notify your UF liaison or project manager about the injury or incident. Remember to follow all safety protocols that your company requires in addition. Also, for any deaths or serious injuries of a worker, your company should also notify OSHA, as required.

E. Student:

- i. Seek medical attention if needed.
- ii. Complete the online EH&S Injury/Incident Reporting form at www.ehs.ufl.edu. Give a brief description of the injury, near-miss, or incident to include who, what, where, when, and why.
- iii. If an injury, illness, incident, near-miss or safety concern occurs while in a laboratory or academic classroom, notify PI or Professor immediately.

F. Supervisor:

- i. Respond to injury, near-miss or incident once notified.
- ii. Assist employee(s)/volunteers in seeking any medical attention if needed.
- iii. Secure the scene to prevent further injury or incident.
- iv. Initiate reporting to AmeriSys on behalf of employee(s) if needed.
- v. Either complete or have employee complete Injury/Incident Reporting to EH&S.
- vi. Assist with corrective actions and/or investigation of incidents with EH&S.

	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

PROCEDURES

A. In Case of Emergency or Non-Emergency:


- i. Call **911** or UF Police Department (UFPD) at **352-392-1111** (if on campus) for all emergencies.
- ii. Seek medical attention, if needed.
- iii. For all UF **employees or volunteers**, they **must** report every incident of work-related injury or illness immediately to all the following: (A) their **supervisor or PI**, (B) **AmeriSys (1-800-455-2079)** and (C) **EH&S Injury/Incident Reporting form**.
<https://www.ehs.ufl.edu/>
***NOTE:** You do not have to seek medical attention or treatment, but the injury or illness must be reported to the supervisor or PI and to **AmeriSys**, so there is a record of the injury or illness if treatment is required later. An Injury, illness, or incident should be reported as soon as possible but no later than thirty (30) days or your claim may be denied.*
- iv. For **Students and Non-UF Individuals**, after seeking medical attention if needed, complete the online EH&S Injury/Incident Reporting form. <https://www.ehs.ufl.edu/>
- v. To provide EH&S as full of an understanding of the incident as possible, we recommend providing as much detail as possible when completing the EH&S Injury/Incident Reporting form. Please include photos when this will help provide an accurate understanding of the incident.

B. Near-Miss or Safety Concern:

- i. For anyone on UF properties. Do not enter a dangerous area or atmosphere. Call **911** or UFPD at **352-392-1111** (if on campus).
- ii. To report, complete the online EH&S Injury/Incident Reporting form for all near misses or safety concerns. <https://www.ehs.ufl.edu/>
- iii. Recommend filling in the form as much as possible and including photos if needed.
- iv. Remember, for employees and volunteers to report incident to supervisor or PI.

C. Hazardous Materials Injury/Exposure

- i. Call **911** or UFPD at **352-392-1111** (if on campus) and seek medical attention.
- ii. Use Emergency Showers/Eyewash stations if needed and reference <https://www.ehs.ufl.edu/emergencies/hazardous-materials-injury-exposure/>
- iii. Report any injury, illness, incident, near-miss or safety concern to your supervisor or PI immediately.
- iv. For any work-related injury/illness, start WC report/claim with AmeriSys about the incident.
- v. Complete Injury/Incident Reporting document with EH&S.
- vi. Collaborate with EH&S or internal department on incident investigation if necessary.

	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

D. Hazardous Material Spills

- i. Chemical, Biological, Radiation or Mercury Spills (small or large), reference <https://www.ehs.ufl.edu/emergencies/emergencies-hazardous-materials/>

RISK HAZARD ASSESSMENT

A risk hazard assessment is essential for identifying potential dangers and for implementing effective control measures to prevent an injury or accident. A standard 3x3 risk matrix is a simple tool used to evaluate and prioritize risks by categorizing them based on their likelihood and severity into three levels: low, medium, and high.

- **High Risk Hazard**

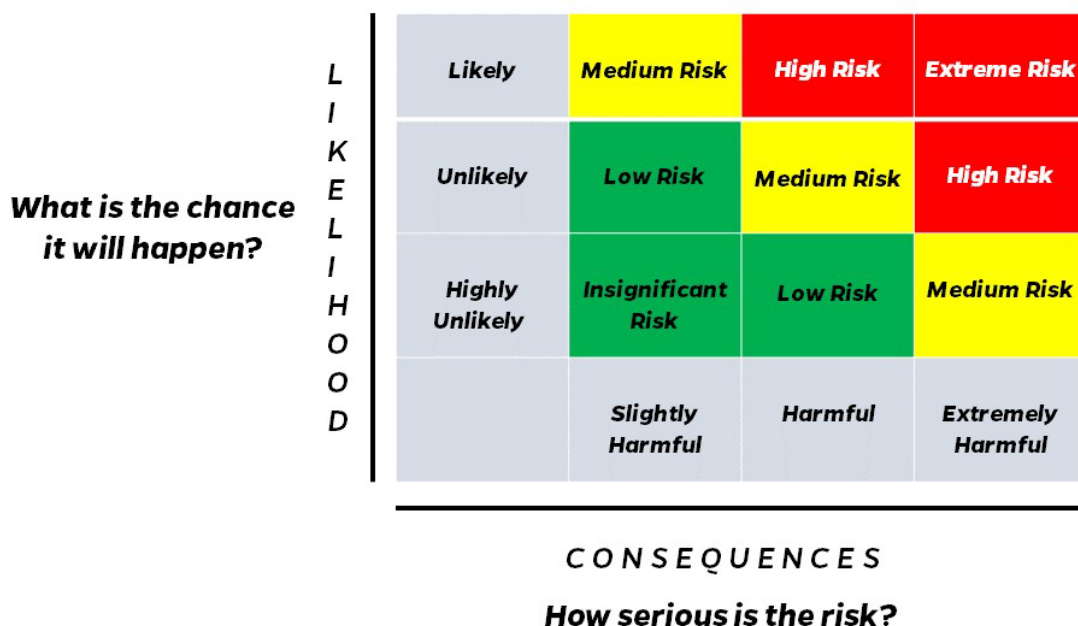
Represents an imminent risk to life, safety, and property. Imminent risk of producing major injuries and death. Identified hazards or practice should be immediately mitigated or corrected. It could also result in significant damage and impact to the university’s operation and reputation.


- **Medium Risk Hazard**

Represents a risk that could result in injuries, death, and or interruptions of university operations. Identified hazards or practices should be mitigated or corrected within a timely manner.

- **Low Risk Hazard or Recommendations (Negligible or marginal risk)**

May result in a minor injury, a near-miss, and/or cause a brief to no interruptions of university operations. Recommendation for corrective actions or improvement should be given.



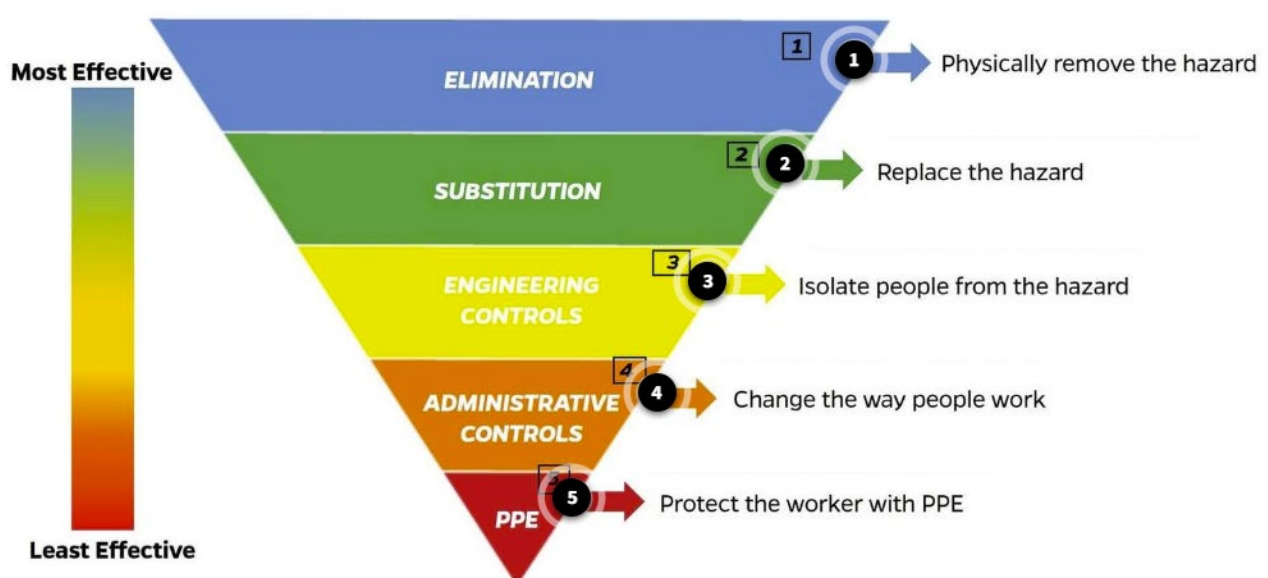
	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S
REVISION #: 01 – June 2024		Business Affairs: Operations


PREVENTION

Our goal is to cultivate a healthy and safe living, learning, & workplace environment on all UF properties through an effective loss and risk reduction program.

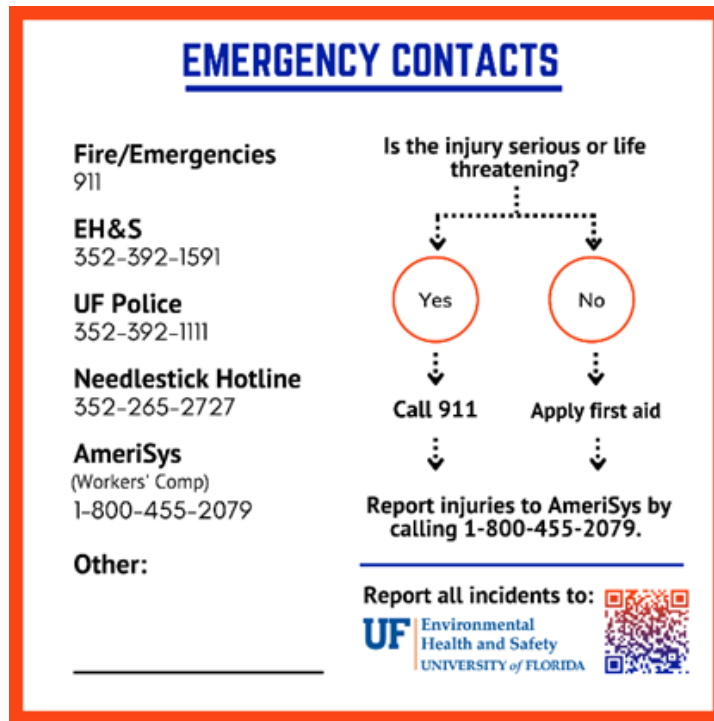
1. EH&S recommends a sense of awareness and safety education. EH&S will manage and maintain:
 - i. Current Document - EH&S Standard Operating Guideline (SOG).
 - ii. Injury/incident Reporting platform system (UF web-based platform via BATS).
 - iii. Data will be stored and protected via the UF system. Requires UF log-in, and Duo authentication.
 - o No cost to employees, volunteers, students, or visitors for use of this platform.
 - iv. EH&S Risk Management will be the administrators of the Injury/Incident program.
2. Identify, investigate, and mitigate safety hazards or concerns that need corrective actions.
3. A host of educational training is provided both online and in-person for targeted audiences regarding injuries and/or safety best practices concerns. <https://www.ehs.ufl.edu/training/>
4. Development of short-, medium-, and long-term remediation with priority identification based on risk will be conducted by appropriate department, if needed.
5. Recommend using the Hierarchy of Control scale to eliminate, reduce or control hazards.

Hierarchy of Controls



	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

EMERGENCY RESPONSE CONTACTS



- **AmeriSys (WC Claims) – call 24/7 (1-800-455-2079)**
- **[UFHR \(WC\)](#) - Employee Relations Phone: (352) 392-1072**
- **[Needlestick Hotline](#) – (352) 265-2727**
- **[UF Police Department](#) – (352) 392-1111**
- **[EH&S](#) – (352) 392-1591**
- **EH&S Risk Management – risk@ehs.ufl.edu**
- **EH&S Injury/Incident questions – incidents@ehs.ufl.edu**
- **[Hazardous Material Spill](#) – Contact EH&S (Business Hours) (352) 392-1591 and UFPD at (352) 392-1111 (After Hours)**
- **Facilities Services – [Work Management Center](#) (352) 392-1121**

REFERENCES

The injury/incident reporting program will refer to laws, regulations or standard practices established by:

Florida Statutes (FS):

- 284, [FS - Title XIX - Public Business, Chapter 284](#) – State Risk Management and Safety Programs
 - Section 284.50, FS – Loss prevention program; safety coordinators; Interagency Advisory Council on Loss Prevention; employee recognition program; return-to-work; risk management programs

	Injury/Incident Reporting Guidelines	PROJECT SIZE: XL PRIORITY: HIGH COVERAGE: ALL UF
SOG #: 001-2024		SPONSORING DEPARTMENT: EH&S Business Affairs: Operations
REVISION #: 01 – June 2024		

- 440, [FS – Title XXXI – Labor, Chapter 440](#) – Worker’s Compensation
 - Section 440.185, FS – Notice of injury or death; reports, penalties for violations
 - Section 440.1851, FS – Personal identifying information of an injured or deceased employee; public records exemptions
- State of Florida, Financial Services (CFO) - Risk Management Division, Safety & Loss Prevention <https://www.myfloridacfo.com/Division/Risk/>

Additional References, Regulations or Policies:

- University of Florida EH&S policies - <https://policy.ufl.edu/policy/environmental-health-and-safety/>
- UF Policy Hub – Volunteer <https://policy.ufl.edu/policy/volunteers/>
- Occupational Safety and Health Administration (OSHA)
- Any safety organization - Incorporated by Reference (i.e., ANSI, NFPA)
- Any Florida Department/Agencies not covered in this section (i.e., FSFMO, FDEP, FDMS)

DOCUMENTS AND REVISIONS

Date	Documented Changes	Initials