

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 4
VERSION: 3**

SUBJECT/TITLE: EMPLOYEE INJURIES/ILLNESSES

POLICY: All on-the-job injuries/illnesses shall be reported promptly to the employee's immediate supervisor. The immediate supervisor is responsible for completing the Employer's Report of Occupational Injury or Illness and the Supervisor's Investigation Report of Job-Related Illness or Injury.

PURPOSE: To provide timely reporting of occupational injuries and job related illnesses.

DEPARTMENTS: All

DEFINITIONS:

PROCEDURE: Both forms should be submitted to the Office of Human Resources, Leave Management/Return-To-Work Office. The injured employee is required to go to one of the initial Treatment Centers listed in the Medical provider Network or pre-designated doctor that the employee may have on file for treatment.

Any occupational injury/illness, which results in the following, must be reported immediately by telephone to the Leave Management /Return-To-Work Unit:

- Death
- Hospitalization for more than 24 hours (except for observation or medical tests)
- Amputation of any body part
- Any serious degree of permanent disfigurement

(If the incident occurs during off-hours, it shall be reported to the Administrative Nursing Office and the Administrator on Duty.)

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References: Joint Commission Environment of Care Standards Los Angeles County Code Title 6, Chapter 6.20 California Occupational Safety and Health Act DHS Policy 920, "Accident/Injury Reporting"	
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