

	Reporting Work-related Injuries, Illnesses or Fatalities Policy and Procedure	Effective	December 12, 2005
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1. Policy:

Ross University requires every employer to report any serious injury/illness or death of an employee occurring on the premises immediately to the Ross University Nurses' office. In order to assist campus departments, the nurses will fill out a computerized incident report, which is e-mailed to the security and safety department during normal business hours. Outside of normal business hours call the Ross University Security dispatch at 465-6161. They will assist with calling 911 for an ambulance and the Ross University nurse on call at 662-6235.

Ross University defines "Immediately" to mean as soon as practically possible but not longer than 8 hours after the employer knows or with diligent inquiry would have known of the death or serious injury or illness. If the employer can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Ross University further defines "Serious injury or illness" to mean any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway.

2. Procedure:

When calling Ross University Security and Safety, you will need the following information, if available:

1. Time and date of accident.
2. Employer's name, address and telephone number.
3. Name and job title, or badge number of person reporting the accident.
4. Address of site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of injured employee(s).
7. Nature of injury.
8. Location where injured employee(s) was (were) moved to.
9. List and identity of other law enforcement agencies present at the site of accident.

10. Description of accident and whether the accident scene or instrumentality has been altered.