In the unfortunate event that you have a work-related injury or illness:

1. Report your injury or illness to your direct supervisor or their designee.
2. Complete the Employee section of the Employee Injury/Illness Report and have your supervisor or their designee complete the Supervisor section. For a contaminated sharps injury, also complete a Sharps Injury Log. These forms are available on Hospital intranet under “Forms”.
3. Seek medical attention if needed:
   - Report to Employee Health & Wellness (or the ED during off hours or in a life-threatening emergency).
   - Employee Health & Wellness or the ED will complete the Medical Information section of the Employee Injury/Illness Report.
   - Tell your doctor or practitioner that your injury is work-related.
   - If you have not received medical attention at this time, this must be noted on the form.
5. Notify the NYS Accident Reporting System (ARS) Monday to Friday from 9 AM - 9 PM at 888-800-0029.
6. Notify your supervisor or designee and Timekeeping of any time off due to the workplace injury/illness.
7. If you are losing time from work due to a work-related injury/illness, medical documentation must be provided from your health care practitioner to Timekeeping (fax: 444–5822). The note from the practitioner should state you are disabled due to a work-related injury and provide an 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 Workers’ Compensation wage replacement benefits and medical bills, you must submit an Employee Injury/Illness Report in a timely matter and notify ARS. If you will be out of work, you must also provide a medical report from your practitioner stating you have a work-related disability.

“You Got Caught Being Safe” Program

Since 2003, we have had a safety recognition program to acknowledge staff for performing safe acts and/or promoting a safety culture at the hospital. If you would like to nominate a staff member for this recognition, please email Environmental Health and Safety at yvonne.walsh@stonybrookmedicine.edu and provide the person’s name, department, supervisor and details on why they are deserving.

For Further Information, Please Contact:

Timekeeping (Hospital Workers’ Compensation): 4-4377
Employee Health & Wellness: 4-7767
Environmental Health & Safety: 4-6783

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

revised 10/2015
The most prevalent types of injuries and illnesses that impact our hospital staff are:

1. **Contaminated Sharps** (e.g., needlesticks)
2. **Ergonomic Sprains** (patient handling, trash handling, and handling or transporting supplies or equipment)
3. **Lacerations, Contusions and Sprains** (slips, trips, falls, and impact)
4. **Workplace Violence injuries** during patient care

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**Be Aware and Care......**

- Use available equipment or ask for assistance when handling patients, or heavy supplies or equipment.
- Always follow your departmental work procedures.
- Familiarize and follow occupational safety policies which are posted on the Hospital's intranet.
- Always wear required personal protective equipment such as gloves, goggles, gown or N95 respirator.
- Know the location of your department’s emergency equipment including the fire alarm pull station, fire extinguisher, oxygen shut off valve, spill kit, eyewash/safety shower, (when applicable) and power outage box.
- Be careful and alert to your surroundings. If you see spillage or wet floors, take immediate action to remediate or contact the appropriate staff to remediate.
- 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.

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

- About **800 Employee Injury/ Illness Reports** are filed by our staff!
- 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 statistics

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**In order to reduce our injuries and illnesses, we must ALL actively participate in our injury prevention program!**

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**Become familiar with the Hospital’s occupational safety policies, including:**

- Chemical Hazard Communication Right to Know, EC0053
- Compressed Gases and Cryogenic Liquids, EC0028
- Emergency Safety Showers and Eyewashes, EC0039
- Ergonomics, EC0034
- Fire Prevention and Fire Warden Response, EC0027
- Flood Response, EC0032
- Hazardous Chemical Material Spill Plan, EC0054
- Hazardous Drugs Management, EC0048
- Hazardous Waste Management, EC0045
- Hearing Conservation, EC0043
- Interim Life Safety Measures, EC0044
- Occupational Injury and Illness Prevention, EC0046
- Occupational Safety Use of PPE, EC0050
- Respiratory Protection Program, EC0038
- Sharps Safety Device, EC0061
- Workplace Violence Prevention Program, HR0028