

**HealthStream Course 14994
Providence Alaska Medical Center
Annual Safety Update 2011**

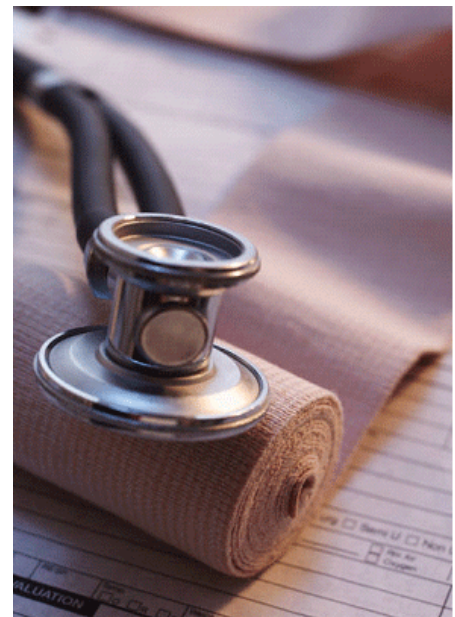
Injury Reporting Guidelines



Injury Reporting

Definitions

- **Injury Reporting - The procedure for properly documenting a work related injury/illness according to state and federal laws and Providence Health System guidelines.**



Volunteer's Responsibilities

An injury, no matter how minor it seems at the time, must be reported.

- Contact your supervisor and the Volunteer Office to report your injury or illness the day of, or no later than the next business day after your injury.
- Report to Employee Health for treatment and to have staff fill out the Employee Injury/Incident Report (EIR)
- If the Employee Health office is closed go to the Emergency Department for treatment and the form.
- Before returning to volunteer duties, provide your supervisor and the volunteer services office with a written release from your provider.



Supervisor's/Volunteer Services' Responsibilities

- Make sure that the volunteer's injury or illness is medically treated if necessary.
- Confirm that the Employee Injury/Incident Report (EIR) has been filled out completely.
- Note on the EIR if the volunteer does not think medical attention is necessary.
- Complete the Accident Investigation Report (located on the back of the EIR) before sending the completed form to Employee Health.
- Fax or hand deliver the completed form to Employee Health within 24 hours.
- Be sure that the volunteer follows up with Employee Health the next business day.
- Consult with Employee Health about options for reducing similar incidents in the future.



Employee Health & Wellness Hours:

Monday – Friday

7:30 a.m. – 4:00 p.m.

Closed 12 – 1:00 for lunch.

Nurse Practitioners: By appointment

Phone: 907-212-4837

Fax: 907-212-3117

Location: C Tower, 4th floor, Suite 436



Injury Reporting Summary

- If you experience a work related injury or illness, report it to your supervisor and the Volunteer Office immediately.
- If necessary, seek medical attention from Employee Health, Emergency Department or a provider of your choice.
- It is STAFF's responsibility to complete an EIR (Employee Injury/Illness Report) as soon as possible.
- It is YOUR responsibility to keep Employee Health and the Volunteer Office informed about your condition.



Injury Reporting

2011 Volunteer Annual Safety Update (ASU) Test Questions

Please open the **2011 Answer Sheet**, print that document and mark your answers on the answer sheet.

Another option would be to open the **2011 Test Questions** document, print it and mark your answers, then return either one to Volunteer Services.

Injury Reporting Guidelines

39. If I am injured while volunteering, I should immediately:

- A. Do nothing and see if the pain goes away
- B. Tell the safety coordinator
- C. Tell my supervisor and notify the Volunteer Office
- D. Ask to go home

40. To properly document an injury at work, volunteers must:

- A. Report to Employee Health, if open, or the Emergency Department
- B. Fill out a Respond eFeedback Event form.
- C. Fill out an Employee Injury Report (EIR)
- D. Fill out an Unusual Occurrence Report (UOR)