

Why do I need to report my workplace injuries?

Employees injured on the job are covered by workers' compensation insurance. Workplace injuries must be reported to your supervisor and HR to initiate a claim. In addition, serious injuries must be reported to EH&S.

How to Report an Injury

1. Notify your Supervisor, Human Resources and EH&S immediately after the injury occurs. For evening and night shift employees please contact Campus Police
2. Reports of "Near-Miss Events" should be reported to identify hazards even if no injury occurs.
3. Complete the Employee-Supervisors Report of Injury Form and provide your supervisor with all of the details regarding your injury and how it happened, where it happened, and what you were doing.
4. Complete and sign the Workers Compensation employee re-notification form.
5. Send the forms to Human Resources—who will submit claims to the workers compensation program.
6. Forms should be submitted within 24 hours of the injury being reported to the supervisor.
7. Call 570-662-4055 (HR) or 570-662-4906 to report employee injuries.

Treatment of Injuries

1. Most workplace injuries can be treated at a local Occupational Medicine Office - To get an appointment Contact: HR, EH&S—Jim Welch, or your Supervisor
2. Mansfield University of PA/SSHE/Inservco has a panel of Providers for treatment of workplace injuries. You must choose a medical provider from this list.
3. For Emergency treatment Notify your supervisor and call 911 if necessary.
4. For a life threatening emergency, Report to the Closest Emergency Room.

Before Returning to Work

1. Notify your supervisor and Human Resources of any work restrictions after medical evaluation/treatment.
2. Update your supervisor and Human Resources of follow up treatments or procedures.
3. Be sure to return copies of paperwork from providers to Human Resources to assure proper filing of claims.
4. Follow restrictions and treatments advised from the medical provider to return to work healthy and remain part of the MU Team.

Stay Fit & Eat Healthy

Diet and exercise are the core component of healthy living. Be "Work Ready" when reporting to work to reduce injury potential.

Additional Information

www.mansfield.edu/environmental-health-safety

www.mansfield.edu/hr

Contact EH&S:

Tel: 570-662-4906

Email:

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