

The objectives in establishing and communicating this protocol:

- Fulfill the “Be Known” promise and our Christ-centered ethos, in the ways we interact with and support injured employees
 - Communicate points of contact and roles for employees to ensure adequate support
 - Provide information to ensure timely reporting
- I. A report of an on-the-job injury should be given to the injured employee’s supervisor and People & Culture according to the timeline in the matrix on Page 2. People & Culture contact information:
- a. During Business Hours:
 - i. People & Culture at 503-554-2180
 - ii. A ga Luptak at 503-554-2181
 - b. A fter Business Hours (only in the case of a serious injury resulting in hospitalization, amputation, loss of an eye, or in the case of a fatality):
 - i. Campus Public Safety at 503-554-2090
- II. People & Culture will communicate with employees regarding:
- a. Federal Medical Leave A ct (FMLA)
 - b. Impact on pay
 - c. Workers compensation (W/C)

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| Amputation | <ul style="list-style-type: none"> Follow first aid protocol Report to Supervisor as soon as medically able Complete 801 form (when stabilized) | <ul style="list-style-type: none"> Call 911 Report to HR immediately Submit the Incident/Accident Report and the 801 form to HR immediately | <ul style="list-style-type: none"> Report to OSHA within 24 hrs of amputation if it occurs within 24 hours of the incident. Complete 801 and submit to SA IF within 5 days of incident/amputation |
| Injury to the Head and Neck | <ul style="list-style-type: none"> Follow first aid protocol Report to Supervisor as soon as medically able Complete 801 form (when stabilized) | <ul style="list-style-type: none"> Other first aid assistance. Report to HR immediately Submit the Incident/Accident Report and the 801 form to HR immediately | <ul style="list-style-type: none"> Report to OSHA within 24 hrs of the injury if hospitalized. Complete 801 and submit to SA IF within 5 days of incident |
| Loss of eye | <ul style="list-style-type: none"> Follow first aid protocol Report to Supervisor as soon as medically able Complete 801 form (when stabilized) | <ul style="list-style-type: none"> Other first aid assistance or call 911 Report to HR immediately Submit the Incident/Accident Report and the 801 form to HR immediately | <ul style="list-style-type: none"> Report to OSHA within 24 hrs from loss of eye Complete 801 and submit to SA IF in 5 days of incident/loss |
| Fatality | | <ul style="list-style-type: none"> Report to HR immediately Submit the Incident/Accident Report and the 801 form to HR immediately | <ul style="list-style-type: none"> Report to OSHA within 8 hrs. of death if within 30 days of incident Complete 801 and submit to SA IF immediately. |

Forms located at http://www.georgefox.edu/offices/plant_services/safety/

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