



LANSING COMMUNITY COLLEGE

# Injury and Illness Program

This document provides the minimum requirements for developing, implementing, and maintaining LCC's Injury and Illness Program. Specifically, the document details the safety control measures the college has implemented to protect employees, students, visitors, volunteers, contractors, and vendors. LCC's Injury and Illness Program conforms to MIOSHA Administrative Safety and Health Standard Part 11. Recording and Reporting of Occupational Injuries and Illnesses and, Lansing Community College Board of Trustees Policy 6.090.

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Occupational and Environmental Safety Department, Administrative Services Division

REVISION DATE: 2/2/2024

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# Change Log

Change Number	Description of Change	Date of Change	Changes Made By
1	Remove section on OSHA 300A summary postings, added change log	2/2/2024	David Yeomans II

## Responsibility

### Occupational and Environmental Safety (OES) Department

OES is responsible for developing and providing administrative oversight of LCC's Injury and Illness Program. This involves:

- Provides subject matter expertise, and technical resources to ELT members and supervisors
- Act as a liaison with local, state, and federal regulatory agencies

### Risk Management and Legal Services (RMLS) Department

Risk Management and Legal Services is responsible for developing and providing administrative oversight of LCC's Injury and Illness Program, specifically sections regarding workers' compensation. This involves:

- Provides subject matter expertise, technical resources, and training to ELT members and supervisors
- Administers LCC's workers' compensation program
- Coordinates with insurance companies and medical treatment facilities
- Maintain MIOSHA 300 Logs and 300A forms

### Human Resources (HR)

HR is the primary coordinator with temporary staffing agencies.

- Coordinate between temporary staffing agencies and RMLS whenever a temporary agency employee is injured
- Provide the required information for OSHA 300 logs
- Coordinate FMLA as appropriate
- When necessary, work with supervisors on corrective disciplinary actions

### Executive Leadership Team Member (ELT)

- Responsible for the implementation and sustainability of the Injury and Illness Program.
- Ensures supervisors have the authority to act to protect the safety of employees, students, visitors, volunteers, contractors, and vendors as assigned within their divisions, departments, or programs
- Provide adequate financial resources and personnel to maintain a safe work environment and instructional spaces
- Review injuries and ensure supervisors have taken actions to prevent future incidents

### Supervisors

Divisions, departments, and programs are required to maintain a safe and healthy learning and working environment for LCC employees, students, and visitors. Supervisors are responsible for:

- Ensuring employees and students are trained on when and how to report injuries and illnesses
- Ensure the employee or student receives prompt treatment through basic first aid or emergency medical services (EMS)
- If medical treatment beyond basic first aid is needed, call 911

- Report any incident resulting in death, hospitalization, loss of an eye, or amputation immediately to the Director of OES, the Director of RMLS, and their ELT member
- Complete injury and illness report within 24 hours of a reported incident
- Follow workers' compensation and medical treatment procedures
- Identify and implement corrective/preventive actions
- Maintaining records of incidents and training
- When necessary, work with HR on corrective disciplinary actions

## Faculty

Faculty have to maintain their instructional spaces, ensure they are safe and free of recognized hazards, and ensure safety procedures are consistently practiced. Faculty need to follow the employee role as well as their primary faculty role and responsibility to students. Faculty members are responsible for:

- Ensuring timely reporting of all injuries within their classroom, lab, or activity
- Assisting in the investigation of incidents occurring within their classroom, lab, or activity
- If medical treatment beyond basic first aid is needed, call 911
- Complete injury and illness report within 24 hours of the incident (must be done by the faculty member, or faculty member supervisor)
- Identify and implement corrective/preventive actions
- Instruct students on how and to whom to report injuries

## Employees

All employees are required to report incidents immediately to their supervisors regardless of workday location. Employees are required to complete injury and illness reporting training. All employees are required to assist with the completion of the injury and illness report when able to do so.

## Students

Students need to be informed about how to report injuries that happen while in the instructional space to their faculty members. Students are required to report instructional space injuries immediately to their faculty member in charge. Students will assist in completing the injury and illness report form.

## Vendors and Contractors

Vendors and contractors must comply with all local, state, and federal safety requirements, and assure that all of their employees performing work on LCC properties have been suitably trained. Vendors and contractors will coordinate activities and procedures with the facilities department or the supervisor providing oversight before work begins.

## Temporary Agency Employees

All temporary agency employees are required to complete injury and illness reporting training. Temporary agency employees are required to report workplace injuries immediately to their supervisors (before the end of their workday) and to their temporary agency. Temporary agency employees will assist in completing the injury and illness report. Temporary agency employees must also work with their temporary staffing agency when receiving treatment for workplace injuries.

## Injury and Illness Response

If an employee or student is injured while performing work-related activities or while in the instructional space, they are encouraged to seek medical attention, if necessary. For medical emergencies greater than first aid, contact 911. Be prepared to tell the dispatcher your location and what happened. If needed, have someone locate and acquire the nearest Automated External Defibrillator, also known as an AED.

If the injury is not serious (mildly sprained ankle, minor cuts or burns, etc.), the employee should contact their supervisor, the student should contact their faculty member and follow the Injury and illness reporting process. If the cause of the injury is a safety issue that may cause another injury, corrective action shall be taken by the supervisor of that area.

### Injury and Illness Reporting Process:

Upon notification of a workplace injury or illness, the supervisor, or faculty member will:

- Secure the scene and identify treatment needs (call 911 if needed)
- Report any incident resulting in death, hospitalization, loss of an eye, or amputation immediately to the Director of OES, the RMLS department, and the area ELT member
- Identify and complete corrective actions to ensure the space is safe
- Complete an injury or illness report within 24 hours of the incident

### Injury Care for Non-Employees

If a non-employee is injured and receives treatment from EMS or is transported to a hospital or clinic for treatment, they are responsible for their care. The supervisor, or faculty member needs to follow up with the injured individual after the incident.

### Needlestick or Bloodborne Pathogens Exposure (BBP)

In a bloodborne pathogen exposure incident, where an employee has a needlestick or is exposed to BBP, the employee will work with their supervisor to follow the post-exposure protocol. The supervisor will:

- Ensure proper medical treatment is identified and received
- Complete an injury, illness, or accident report within 24 hours of the incident

Divisions, departments, and programs that have the potential for needlestick or BBP exposure will develop their post-exposure protocol and exposure control plans.

## Workers' Compensation for Employees Only

### Emergency Care

If an employee is transported to a hospital for treatment, the supervisor must do the following:

- Contact RMLS
- Follow up with the employee when they are released from care
- Ensure RMLS receives all medical paperwork from the employee

- Immediately following release from the hospital or other clinic, work with RMLS to schedule the employee a follow-up visits with **Sparrow Occupational Health Services (OHS)** if necessary
- Complete an injury/illness report for the incident

### Non-Emergency Medical Care

An employee may wish to receive medical care not from EMS. This may occur for small cuts, sprains, bruises, etc. Before receiving treatment for a non-emergency injury, the injured employee must receive authorization for treatment. This ensures proper billing and communication with RMLS on injuries. All employees will need to have authorization for treatment to be seen by **Sparrow** for Workers' Compensation-related injuries. Going to Sparrow OHS or Sparrow Urgent Care without authorization could result in a delay in care. The supervisor must ensure all medical forms from the employee's medical treatment are returned to RMLS after treatment.

The Authorization for Treatment forms are available under LCC.edu/OES-Incident Reporting- Employee Workplace Injury Reporting-Workers' Compensation. The supervisor fills out the employee information section and signs the form before giving the form to the employee.

If an employee is injured and refuses initial treatment, but later requires treatment for the work-related injury, the employee must contact the supervisor before seeking care. The supervisor must contact RMLS to schedule an appointment with Sparrow OHS.

An employee **should not see their personal medical provider for the initial treatment of a workplace injury** unless otherwise directed by RMLS.

For all non-emergency (non-life threatening) assessments and /or medical treatments greater than basic first aid, the college uses **Sparrow OHS**, 1322 E Michigan Ave #101, Lansing, MI 48912 (517-364-3900). This is the assigned clinic for all work-related injuries for LCC and it provides medical services from **7:00 am to 5:00 pm, Monday through Friday**. **If an employee is seen at any other facility, they may need to have a follow-up appointment with Sparrow OHS.** The supervisor must ensure RMLS receives the paperwork from the initial visit and the supervisor must work with RMLS throughout the case.

For treatment outside of Sparrow OHS hours, non-emergency (non-life threatening) assessments, or medical treatments greater than basic first aid, the college uses Sparrow Urgent Care (after-hours injury care). **Injury Care Hours: Monday-Friday from 4:30 p.m. to 8 p.m./Weekends & Holidays: 8 a.m. to 8 p.m.** **If an employee is seen at Sparrow Urgent Care, they may still need to have a follow-up appointment with Sparrow OHS.** The supervisor must contact RMLS following the release from the clinic to work through the case and schedule the follow-up appointment with Sparrow OHS if necessary.

#### Locations:

- **Michigan Avenue** 1120 E. Michigan Avenue, Lansing, MI 48912
- **Grand Ledge** 1015 Charlevoix Drive, Grand Ledge, MI 48
- **East Lansing** 2682 E. Grand River Avenue, East Lansing, MI 48823
- **Mason** 800 E. Columbia Street, Mason, MI 48854

Direct employees to Sparrow Hospital, 1200 E Michigan Ave, Lansing, MI 48912 (517-364-5160) for emergency care or during after-hours and weekends. This is a **24-hour, 7-day-a-week facility**. **If an employee is seen at Sparrow Hospital, they may still need to have a follow-up appointment with**

**Sparrow OHS.** The supervisor must contact RMLS immediately after the hospital or clinic release to work through the case and schedule the follow-up appointment with Sparrow OHS if necessary.

## MIOSHA Severe Incident Reporting

MIOSHA Safety and Health Standard Part 11, requires that LCC report to MIOSHA all employee in-patient hospitalizations, amputations, and loss of an eye occurring within 24 hours of the work-related incident. MIOSHA also requires that LCC reports a work-related death of any employee within eight hours after the death of the employee.

If any work-related incidents occur where an employee has an in-patient hospitalization, amputation, loss of an eye, or death, the incident must be reported immediately to the **OES Director David Yeomans at 517-483-1812 and the Director of RMLS J.R. Beauboeuf at 517-483-1730**. OES and RMLS will work with the supervisor, and ELT members to investigate the incident and report the incident to MIOSHA.

## Training

Employees shall receive workplace Injury and illness reporting training during orientation and receive refresher LMS training annually. Supervisors must ensure that employees know to whom specifically they must report Injuries and Illnesses.

Students shall receive Injury-reporting training from their faculty members.

Supervisors will receive LMS training initially during orientation and refresher LMS training annually.

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