



BNL Occupational Injuries and Illnesses

Employee Responsibilities

- If the event is an **emergency**, immediately contact Laboratory Protection by calling ext. 2222 or 911, (344-2222 from a cell phone) or activating an alarm.
- Report all occupational injuries and illnesses immediately, no matter how minor, to your supervisor (if unavailable, to the next level of management).
- Go to the Occupational Medicine Clinic (OMC) (Building 490). If the OMC is closed, call ext. 2222 or proceed to Fire-Rescue (Building 599) for medical assistance. Do not leave site without following this step.
- If the event occurs while on official travel or assignment offsite, seek medical attention at a local facility as needed. Notify supervisor when able, and report to the OMC upon return.
- Participate in the analysis of your injury/illness and provide an Injured Worker's Statement.
- Return to OMC, as requested, for any follow-up evaluations.
- Do not take days off from work due to the occupational injury or illness without medical authorization for the absence. Make sure you bring a Return to Work Slip for any lost time and give it to your supervisor.

Supervisor Responsibilities

- If the event is an **emergency**, immediately contact Laboratory Protection by calling ext. 2222 or 911 or activating an alarm.
 - ◆ Provide aid to injured personnel within your abilities;
 - ◆ Ensure the accident scene is preserved until released by Safety and Health Services (SHSD) and hazards are addressed.
- Accompany employee to OMC for prompt medical evaluation/treatment.
- Notify your line management and ESH Coordinator for assistance.
- Contact SHSD to begin the analysis at ext. 3750 – required if the incident is OSHA-Recordable*.
- Conduct an analysis using a graded approach for non-recordable injuries.
- Assemble an investigation team for recordable cases.
 - ◆ Participate in causal analysis.
 - ◆ Help Develop and implement corrective actions.
- Complete an Injury/Illness Analysis Report within 5-7 days. http://www.bnl.gov/esh/shsd/Programs/Program_Area_IncidentInvestigation.asp
- Ensure employee returns to OMC for any scheduled follow-up evaluations.

ESH Coordinator/Line Responsibilities

- Participate in the analysis of the event and provide assistance as necessary.
- Assist with the development and follow-up of corrective actions.
- Email within 24 hours a brief description of event to required contacts ("First Day Email Distribution" in Outlook).
- Complete a One Pager Safety Alert Bulletin (required for Recordable cases, or cases with lessons learned).

** An occupational injury or illness that requires medical treatment beyond simple first aid (e.g., injuries resulting in: prescriptions, loss of consciousness, fractures, work restrictions, days away from work, significant exacerbation of old injury).*

For further assistance, please contact Jack Ellerkamp at ext. 7493 or SHSD at ext. 4056.