



Work-Related Injury Procedures

Lafayette College Work-Related Injury Procedures

Public Safety Department – Environmental, Health and Safety

Standard Operation Procedure (SOP) #15 – Revised February 2024

Purpose

To determine root causes, uncover contributing accident causes, prevent similar accidents from occurring, document facts, provide information on costs, and promote safety.

Scope

All Lafayette College work-related accidents resulting in employee injury must be reported, no matter how minor the injury may seem.

Work-Related Injury Procedures

Supervisors with employees who have experienced a work-related injury must ensure that the injury is reported to EHS (public-safety-ehs.group@lafayette.edu) or Human Resources as soon as possible. EHS or Human Resources will then report the incident to the College's workers' compensation insurance carrier.

Reporting the Injury

Injured Employees – Report the injury to your supervisor immediately.

Supervisor – Report the injury to EHS (public-safety-ehs.group@lafayette.edu) or Human Resources as soon as possible. Ensure that the injured employee sees EHS or Human Resources to file a claim and get medical attention, if necessary.

Investigating the Incident

To help prevent recurrence, supervisors are responsible for investigating the incident within three days.

- Complete a [Supervisor's Accident Investigation Report](#) within three days of the incident.
- Contact Environmental, Health and Safety at (610) 330-5330 if you need assistance in completing the [Supervisor's Accident Investigation Report](#).
- If needed, contact EHS or Human Resources at (610) 330-5060 for a copy of the injury report.

EHS is available to provide advice and guidance to the supervisor and department head with the investigation. EHS will also verify the supervisor's findings and adequacy of the investigation and its findings.