

Dublin City University

Occupational Injury / Incident Management Policy & Procedures

1.0 Purpose

The purpose of this document is to set out the procedure to be followed in the management of personal injury / occupational illness occurring to a member of staff, student or visitor to Dublin City University.

2.0 Reference Documents

DCU Injury/Incident Report Form
DCU Safety Statement

3.0 Responsibilities

3.1 DCU Legal Responsibility

Under the Safety, Health & Welfare at Work (General Application) Regulations 1993, DCU is obliged to notify certain workplace accidents and dangerous occurrences to the Health & Safety Authority. In order to ensure that DCU complies with its responsibility, DCU must have in place an Accident / Incident recording system to ensure that all such notifiable incidents are reported. In addition, systematic investigation of all injuries/incidents will identify measures that can be put in place to prevent recurrence.

3.2 Management Responsibility

For injuries / illnesses / incidents occurring within a Unit or School, responsibility for follow up with the injured party (ensuring appropriate assistance is provided and the incident investigated and documented) lies ultimately with the Head of School/Unit. The Head will normally delegate responsibility to those with appropriate management authority over the injured party. In the case of staff members, the immediate supervisor is normally the responsible person. In the case of students, the Laboratory Manager / Academic Supervisor or other appropriate member of the school may be responsible for ensuring that the injured person receives the appropriate First Aid assistance and that the incident is fully investigated and the DCU Injury / Incident form completed.

For Injuries / Illnesses occurring in common areas / outdoor areas, responsibility for their management and follow up lies with the staff member to whom the injury is reported.

3.3 First Aid Personnel / Campus Nurse are responsible for:

1. Providing First Aid Treatment to the injured party in accordance with their training
2. Referring the injured person for further medical assistance if required
3. Contacting Security on emergency line 5999 if an ambulance is required
4. Completing Section 4 of the DCU Injury / Illness Report Form (Section 4 – Injury / Illness Details)

3.4 Investigating Staff Member is responsible for:

1. Ensuring that the injured party is attended by First Aid personnel / Campus Nurse
2. Investigating the circumstances of the accident with the injured party and any witnesses
3. Establishing what corrective action (if any) should be taken and initiating same.

- 4 Ensuring that all sections of the DCU Injury/Incident Form are completed
- 5 Forwarding the completed Injury / Incident Report Form to the Health & Safety Office

3.5 Injured Party is Responsible for:

- 1 Reporting the Injury / Incident to their immediate supervisor / staff member (in the case of a student).
- 2 Seeking First Aid / Medical Assistance where appropriate
- 3 Co-operating in the investigation of the incident and completion of the Injury / Incident Report Form

3.6 The Health and Safety Officer is responsible for

1. Collating all Injury/Incident Report Forms Received
2. Providing Management with injury/illness statistics
3. Assisting in the investigation of serious injuries
4. Reporting all notifiable accidents/incidents to the Health & Safety Authority

4.0 Injury / Incident Procedure

4.1 Any person suffering an injury / illness shall

1. Seek first aid / medical assistance as appropriate
2. Follow all first aid / medical advice
3. Report the incident to their immediate supervisor / School Head as soon as possible
4. Assist their supervisor in the investigation of the incident and the completion of the DCU Injury/Incident report form
5. Keep their supervisor informed of any medical complications that may arise following the injury.

4.2 On receiving notification of an injury the supervisor shall

1. Ensure that the injured person has received appropriate First Aid / Medical treatment
2. If the person has left campus, follow up with them (if necessary with the assistance of the Human Resources Dept) to ascertain their condition.
3. Investigate the circumstances of the accident and establish if there were any witnesses.
4. In consultation with the injured party, establish what happened and what could be done to prevent recurrence
5. Complete the DCU Injury/Incident Report Form and distribute copies as appropriate.
6. In the case of a serious injury contact the DCU Health and Safety Officer on DCU extn 8896 immediately.

5.0 Expenses Incurred in Managing Occupational Injuries / Illnesses / Incidents

5.1 Transport to Hospital

- 1 In some cases (in the opinion of the First Aider) the injury / Illness sustained may not warrant the attendance of an ambulance but the injured person may need further investigation / treatment in a hospital A& E Department. Where this situation arises the First Aider will arrange for a taxi to transport the injured person to hospital and, depending on the circumstances, will accompany them or arrange for them to be accompanied.

- 2 Where transport to a hospital is deemed necessary by the First Aider the taxi will be arranged by the First Aider through DCU Reception or Security. The cost of taxis so ordered for transport to / from a hospital A&E Department from / to DCU will be borne by the Health & Safety Office and the taxi should be booked on the Health & Safety Account.

5.2 Medical Expenses

- 1 DCU recognises that, in the case of occupational injury or illness, early medical intervention can significantly assist in the recovery process.
- 2 In order to assist staff who may need medical treatment, DCU will refund the reasonable costs incurred in medical consultation and/or treatment in the immediate aftermath of the incident.
- 3 Where it is anticipated that substantial medical treatment will be required over a prolonged period of time advice will be sought from DCU Occupational Medical Advisor and DCU Insurers.
- 4 The DCU Student Personal Accident policy is a 'no fault' policy with automatic entitlement for DCU students to claim medical expenses. Claim forms are available from the DCU Finance Office & the Health & Safety Office. The Health & Safety Office will assist students in following through on such claims.

5.3 Out of Pocket Expenses

- 1 DCU will refund reasonable costs incurred in repairing / replacing personal items damaged as a result of an occupational injury / incident.

Ex Gratia payments made under items 5.1 – 5.3 of this policy are made without admission (or implication) of liability on the part of DCU.

6.0 Procedure for Refund of Expenses

- 1 Staff, students or visitors seeking refunds of medical / out of pocket expenses should complete the refund application form (downloadable from the H&S website) and return it to the Health and Safety Office. Appropriate receipts for all expenses claimed must accompany the application form.
- 2 In order to consider the application the Health & Safety Office must be in possession of a completed DCU Injury / Incident Report Form detailing the circumstances of the incident.
- 3 On receipt of the reimbursement claim the Health & Safety Office will review the documentation and (depending on the nature of the claim and the amount involved) may
 - (a) arrange for payment through the Finance Office
 - (b) seek further specific information from the claimant
 - (c) confer with designated officers in Finance and HR (and where necessary DCU Occupational Medical Advisor and DCU insurers) for approval or otherwise where it is anticipated that substantial medical treatment will be required over a prolonged period of time
 - (d) reject the claim (reasons to be communicated to the claimant)