

BOWDOIN COLLEGE SUPERVISOR'S GUIDELINES for EMPLOYEE INJURY REPORTING

Please follow these basic steps when any employee working at the College (including students or casual employees) is injured.

1. **Evaluate** the extent of the injury to determine if the employee is in an emergency situation requiring emergency transport via ambulance. If so, notify Security immediately, and they will arrange for transport and assist emergency service personnel in locating the injured employee. **Depending on the severity of your employee's workplace injury, please help him/her seek the appropriate level of medical care:**
 - a. **FIRST AID ONLY** – cuts, scrapes, bruises may be able to be handled using the departmental first aid kit. If you have any doubts, contact Kristin Steinman (x3688) or Cindy Bessmer (x3911) for guidance.
 - b. **ADVANCED FIRST AID** – deep cuts, sprains and strains should be assessed immediately. Contact Kristin Steinman (x3688) or Cindy Bessmer (x3911) who will arrange for an appointment with an occupational medical provider or Mid Coast Walk-In Clinic. If an appointment is not readily available or if the accident occurs during evening or weekend evening hours, please have your employee seek emergency care at **Mid Coast Hospital**.
 - c. **SERIOUS/LIFE-THREATENING EMERGENCY** – for serious injury or illness (e.g., **head trauma of any kind**, chest pain, foreign body in eye, severe allergic reaction, etc.), seek emergency care at Mid Coast Hospital. An ambulance may be requested by calling Security (x3500)
 - d. **If your employee requests to see his/her own personal doctor for an injury sustained in the workplace, please have the employee contact Kristin Steinman (x3688) or Cindy Bessmer (x3911) FIRST!**
2. **It is very important that notice of an accident or incident be given to Human Resources as soon as possible** in order to facilitate direction of medical care and to insure that required paperwork is completed. Please contact Kristin Steinman (x3688 or ksteinma@bowdoin.edu) or Cindy Bessmer (x3911 or cbessmer@bowdoin.edu).
3. **Complete the "Supervisor's Report of Accident or Incident."** This is a Bowdoin College form to aid the direct supervisor in conducting an immediate investigation into the circumstances of the accident, including probable cause, and action taken to prevent recurrence. This report should be completed for "near miss" cases and those that do not require medical treatment or result in lost time (www.bowdoin.edu/hr/workplace-safety).
4. **Any injury that may result in an employee losing time from work must be reported immediately to Kristin Steinman** (x3688 or ksteinma@bowdoin.edu) or Cindy Bessmer (x3911 or cbessmer@bowdoin.edu).
5. When any employee of the College seeks medical treatment for an occupational injury, (s)he should return from the doctor's office with a copy of approval to return to work or any restrictions issued. **The employee is responsible to obtain the restrictions from his/her doctor and present them to Human Resources. HR staff will communicate any restrictions, future medical appointments, etc. to the supervisor.**
6. **Accommodative Work (Light Duty):** If an employee has work restrictions or is returning from total incapacity (lost time from work), supervisors are responsible to identify modified or light duty which falls within those restrictions. This requires understanding the restrictions and closely monitoring the employee's work. Contact Kristin Steinman (x3688 or ksteinma@bowdoin.edu) or Cindy Bessmer (x3911 or cbessmer@bowdoin.edu) for assistance in developing the modified duty, or if there are any questions or problems. *It is the injured employee's responsibility to follow restrictions, but keep in mind that any employee may feel compelled to do work assigned by the supervisor.* **All supervisors should respect any and all limitations and/or restrictions imposed by the medical provider.**

www.bowdoin.edu/hr/workplace-safety