



WEBER STATE UNIVERSITY

Environmental Health & Safety

Injury/Illness- What do I Report?

When is an injury or illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a pre-existing condition.

When do I need to fill out an Incident Report (Individual Form and Supervisor Form)?

Anytime an employee is sent out to a medical facility for treatment

Any injury or illness that requires medical treatment beyond first aid (see below) regardless if they chose go to a medical facility

Any significant work-related injury (fractured or cracked bone, punctured eardrum, chronic irreversible disease, cancer)

Any additional criteria (needlestick injury or cut from sharp object contaminated with blood, medically removed under an OSHA health standard, tuberculosis infection, occupational hearing loss)

Any injury or illness requiring restricted work or job transfer

Any injury or illness resulting in days away from work

Any loss of consciousness

Any fatality

What is considered First Aid?

- Using nonprescription medications at nonprescription strength
- Tetanus immunizations
- Cleaning, flushing, or soaking surface wounds
- Using wound coverings, such as bandages, gauze pads, steri-strips, or butterfly bandages
- Using hot or cold therapy
- Using non-rigid means of support (elastic bandages, wraps, non-rigid back belts, etc.)
- Drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters
- Using eye patches
- Simple irrigation or cotton swab to remove foreign bodies not embedded in or adhered to the eye
- Using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye

Any other incident report using Near Miss and Safety Concerns Form from the EHS website

For more information reach out to EHS at 801-626-7077 or HR Worker's Comp. 801-626-6184