Summary
Reporting Work-Related Injuries and Illnesses
SOP-0008

Synopsis:
Federal and state regulations require that MIT make immediate reports to the government when work-related fatalities and certain serious work-related injuries and illnesses occur. In addition to specifying reporting requirements for these serious incidents, Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses, requires specific recording criteria for less serious occupational injuries and illnesses.

Summary Procedure:

1. Notify a supervisor of an injury immediately (Injured Employee (IE))
2. Seek medical attention at MIT medical (IE)
3. If not being treated at MIT Medical, Inform the doctor that they are being seen for a work related injury. Provide copies of medical evaluation to supervisor (IE)
4. Submit the Supervisor report of injury within 24 hours of the incident (Supervisor (S))
5. Notify OSHA directly within eight hours if the employee incident results in death.
6. Notify OSHA directly within twenty-four hours if the employee incident results in the in-patient hospitalization of one or more workers, amputation or eye loss. (EHS Safety (EHS))
7. Notify OSHA and the Massachusetts Department of Public Safety District Engineering Office within one hour if there is a fatal hoisting machinery accident (EHS)
8. Notify EHS-Biosafety office of needle sticks and sharps injuries (OSHA Record-keeper (OSHA RC))
9. Start investigating the incident – supervisor(S), DLC coordinator (DLC-C) and DLC lead contact (DLC-LC)
10. Submit all medical paperwork to supervisor (IE), OSHA record-keeper (S) (MIT Medical (MIT Med)), and Worker’s Compensation office (S) (MIT Med)
11. Determine if the injury meets the requirements of Occupational Safety and Health Administration (OSHA) Standard 29 CFR 1904, Recording and Reporting Occupational Injuries and Illnesses (OSHA RC, MIT WC (MIT Workers compensation))
12. Determine whether or not an injury or illness needs to be recorded on the MIT OSHA log (OSHA RC)
13. Complete accident investigation and submit a copy of the report to EHS OSHA RC and MIT WC. (DLC lead contact (DLC-LC)) with assistance of supervisor, DLC coordinator (DLC-C)