ON-THE-JOB INJURY AND ILLNESS REPORTING PROCEDURES FOR KEAN EMPLOYEES AT OCEAN COUNTY COLLEGE

For a serious or life threatening injury or illness at any time of day or night:

1. Call Ocean County College Campus Security at 732-255-0451 or extension 2200. They will dispatch EMS and Security Officers to the incident location.
2. The employee must notify their supervisor, but do not delay obtaining medical care to do so.
3. The employee must report the injury/illness to Human Resources at 908-737-3300 or have someone contact Human Resources for them.
4. No later than the morning of the next business day, the employee must contact Human Resources and be prepared to provide the following information: 1) The nature of the injury or illness; 2) The extent of such injury or illness; 3) The general nature of the treatment received; 4) If the employee has been referred to another healthcare provider for evaluation or treatment; 5) If any medications were prescribed; and 6) The estimated time that the employee will remain out of work.
5. The supervisor and employee should follow the instructions for Accident Report Forms, below.
6. Kean University may be obligated to report serious injuries and illnesses to PEOSH in a timely manner. If a Kean employee or supervisor knows that an injured or ill employee has been admitted to a hospital, they should immediately contact Human Resources at 908-737-3300. Human Resource employees shall follow the Procedure for the Timely Reporting of Work-Related Hospitalizations and Deaths to PEOSH.

For injuries that are not emergencies:

1. Notify your Supervisor and Human Resources at 908-737-3300.
2. If you need medical treatment for the injury or illness during normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.), Human Resources will make arrangements for a medical evaluation by our designated healthcare provider.
3. If it is not during business hours, contact Ocean County College Campus Security at 732-255-0451 or extension 2200. They will dispatch EMS and Security Officers to the incident location. Emergency care is defined as a life threatening condition so severe that medical attention is required or reasonably necessary to safeguard the employee's wellbeing.
4. No later than the morning of the next business day, the employee must contact Human Resources and be prepared to provide the following information: 1) The nature of the injury or illness; 2) The extent of such injury or illness; 3) The general nature of the treatment received; 4) If the employee has been referred to another healthcare provider for evaluation or treatment; 5) If any medications were prescribed; and 6) The estimated time that the employee will remain out of work.
5. The supervisor and employee should follow the instructions for Accident Report Forms, below.

Accident Report Forms:

1. For all injuries and illnesses, a STATE OF NEW JERSEY EMPLOYER'S FIRST REPORT OF ACCIDENTAL INJURY OR OCCUPATIONAL DISEASE (NJ Form RM-2) must be completed by the employee, and signed by both the employee and their supervisor. The employee must submit the form to Human Resources - Benefits Section within 48 hours from the time of the injury/illness, pursuant to New Jersey State regulations governing Workers' Compensation benefits. An original, signed Form RM-2 is required. Copies of the form can be obtained at the Office of Human Resources or at the HR webpage under the section titled Workers' Compensation.

2. The employee and supervisor are also required to complete a Supplemental Report of Accidental Injury/Illness Form and submit it to Human Resources along with the Form RM-2, within 48 hours from the time of the injury/illness. An original, signed form is required. Copies of the form can be obtained at the Office of Human Resources or at the HR webpage under the section titled Workers' Compensation.

3. A police report may not be used as a substitute for either of these forms.

Please note:

1. Unauthorized Medical Treatment - Employees should not seek treatment from their primary-care physician. Such treatment can be deemed unauthorized and the employee will be responsible for paying his/her medical bills.
2. Failure to Comply with Reporting Procedures - Employees who do not comply with these procedures will be responsible for paying their medical bills and may prejudice the work-related injury/illness claim.
3. Questions Regarding Notification Procedures - If there are any questions regarding the reporting of work-related injuries or illnesses, please contact the Office of Human Resources, Benefits Section at 908-737-3300.