

APPENDIX VI: Safety Incident Reporting and Accountability

UNIVERSITY OF PITTSBURGH DEPARTMENT OF CHEMISTRY

SUBJECT: Safety Incident Reporting and Accountability

DATE: September 23, 2006

Purpose.

It is the goal of the University of Pittsburgh, Department of Chemistry to provide a safe working environment for all faculty, students and staff in the Department. All members of the Department of Chemistry, including undergraduate students working in laboratory courses, have a responsibility to learn and follow safe laboratory practices and meet accepted workplace safety standards.

Incident Reporting Procedures.

Members of the Department are expected to notify the immediately responsible party (supervisor, course coordinator, research director, *etc.*) and the Director of Facilities of all laboratory and workplace accidents, including those involving any of the following circumstances:

- Chemical spills
- Incidents of exposure or release of hazardous materials
- Incidents resulting in an injury
- Incidents resulting in damage to facilities

Any injury, fire, or hazardous material release requires the immediate notification of emergency responders.

A written report of the incident shall be sent to the Director of Facilities, as soon as possible.

Safety Committee Review.

The Director of Facilities, upon receipt of a written incident report, shall forward the report to the Chair and members of the Safety Committee for review. The Safety Committee will review the report, and decide on a course of action. Typically, the Safety Committee will transmit their findings to the Department to improve safety practices.

For more serious events, the Safety Committee may choose to convene a meeting of the principals (*e.g.*: undergraduate student(s), graduate student(s), postdoc(s), TA(s), course coordinator, research director, and/or others) in order to understand the circumstances of the incident. Other persons who desire to bring information to the committee may do so at this time, and should contact the Chair of the Safety Committee.

If the incident in question was not caused by failure to follow accepted, safe laboratory practices, no further action will be taken in regard to the incident, unless faulty equipment was deemed to be responsible, in which case the equipment will be repaired.

If the committee determines that accepted, safe laboratory practices were not followed and that failure to follow said practices caused the incident in question, the following actions shall apply:

First Incident.

If the incident in question is the first such involvement of the individual(s) in a safety infraction, he/she will be required to re-take all safety training offered by the Department of Chemistry. The incident and required actions will be documented.

Upon completion of the re-training, the individual(s) shall provide notice to the immediate supervisor, the Chair of the Safety Committee and the Assistant Chair of the Department of Chemistry that the safety training has been completed.

Second Incident.

If the incident in question is the second such incident within twelve months of the date of the first incident, the individual(s) shall receive written notification requiring the following actions:

1. Repeat training in all Department of Chemistry Safety Programs
2. The individual(s) should prepare a written protocol for each experimental procedure to be performed. Each written protocol shall be reviewed and approved by the immediate supervisor prior to the start of any work in the laboratory/workplace and will continue for a time defined by the Safety Committee.

The incident and required actions will be documented. Upon completion of the re-training, the individual(s) shall provide notice to the supervisor, the Chair of the Safety Committee and the Assistant Chair of the Department of Chemistry that the safety training has been completed.

Other Incidents.

In the event that more than two incidents occur within twelve months, the Safety Committee may require adjustments to the term of the safety probation or written protocols or any other requirement designed to ensure that the individual follows accepted, safe laboratory/workplace practices.

For individuals who chronically fail to demonstrate appropriate safety practices, the Safety Committee may decide to recommend more severe sanctions, perhaps even dismissal from the program and/or termination of employment.



University of Pittsburgh

Workers' Compensation

1826 Cathedral of Learning
Pittsburgh, PA 15260
412-624-1198
Fax: 412-624-1817

MEMORANDUM

TO: Dr. Peter Wipf
Chemistry

FROM: Karl Kwolek
Workers' Compensation Manager

DATE: May 5, 2005

SUBJECT: *Frequently Asked Questions*, effective date: 8/27/03
and *Notice to Employees: Health Care Provider Panel and Procedures*,
revised date: March 2005

Enclosed, please find the following:

- *Frequently Asked Questions*, effective date: 8/27/03.
- *Oakland Campus - Notice to Employees: Health Care Provider Panel and Procedures*, revised date: March 2005.

If your copies of either of these forms are not current, please replace. You should review these forms carefully as they help answer basic questions that you or your employees may have about Workers' Compensation.

I would also like to remind you that the *Notice to Employees* should currently be posted in central locations in your area where employees are likely to see it. If it is not posted, please do so.

Please contact me for questions.

Enclosures

FREQUENTLY ASKED QUESTIONS

UNIVERSITY OF PITTSBURGH OAKLAND, BRADFORD, GREENSBURG AND JOHNSTOWN CAMPUSES

1. **Am I required to treat with the University of Pittsburgh's Health Care Provider Panel? If so, for how long?**

Yes. The Pennsylvania Workers' Compensation Act requires that employees of an employer who has posted an approved health care provider panel treat with that panel for work-related injuries for 90 days from the first day of treatment. If an employee chooses to treat with a non-panel provider before the 90-day period has expired, the employer is not responsible for paying the non-panel provider for services.

2. **What effect will receiving Workers' Compensation have on my contributions to various employment benefits such as medical insurance, retirement, etc.?**

Workers' Compensation does **not** pay for benefits such as: retirement plans, health insurance, or any other insurance plans. When the employee's payroll administrator notifies the University Compensation and Benefits Office that an employee is on Workers' Compensation leave, that office will send a letter advising the employee about steps that must be taken if the employee wishes to continue participation in these plans. If you are on Workers' Compensation leave and have not received such a letter, contact your **payroll administrator at your campus** or call **Human Resources at 412-624-8059**.

3. **Who do I call if I have not yet received my check for Workers' Compensation?**

UPMC Work Partners is the third party administrator for the University. As the third party administrator, UPMC Work Partners is responsible for processing all Workers' Compensation checks. If you have questions about your checks, please call **UPMC Work Partners-Claims Management Services at 412-473-7405**. Explain that you are a University of Pittsburgh employee calling to check on the status of your check.

4. **What do I do if I receive medical bills for my work-related injury?**

The University of Pittsburgh is responsible for medical bills deemed reasonable and necessary which are directly associated with a work-related injury. All bills associated with the treatment of a work-related injury should be forwarded to the Third Party Administrator, UPMC Work Partners, 1370 Beulah Road, Building 701 2nd Floor, Pittsburgh, PA 15235-5084. If you receive a notice from a credit agency regarding unpaid bills, which are associated with your work-related injury, immediately call **UPMC Work Partners-Claims Management Services at 412-473-7405**.

5. Should I respond to the University's letter requesting a summary statement of how my injury occurred?

Yes. The University has a right to obtain a detailed explanation of how the injury occurred from an employee who claims a work-related injury. More importantly, the University is constantly attempting to provide a safe environment for its employees. When an employee is injured, the University needs to know as soon as possible and in as much detail as possible how the injury occurred to prevent similar accidents from occurring.

6. What do I do if my physician has prescribed physical therapy during working hours?

Physical therapy should be scheduled before or after working hours. If your medical provider has scheduled therapy during working hours, please call the office of Workers' Compensation at 412-624-1198. They will attempt to intervene on your behalf to reschedule your appointment during non-working hours. Time away from work will **not** be covered unless you receive special permission from Workers' Compensation and your supervisor.

7. When will I get reimbursed for wage loss due to a work-related injury?

Workers' Compensation only covers time lost due to a medically certified disability. This means that a physician must restrict you from some activity that prevents you from doing your job. You must have this medical documentation in order to qualify. Once a doctor has certified your disability, there is a seven-day waiting period until workers' compensation benefits for wage loss begin. If you are entitled to any workers' compensation payments, the check will be sent within 21 days from the first day of disability.

Your supervisor has been provided with the above information and should be able to clarify any questions you may have. However, if you should have additional questions please contact UPMC Work Partners-Claims Management Services at 412-473-7405 or the Workers' Compensation Office at 412-624-1198.

*** For on the job injuries, visit our web site at www.bc.pitt.edu/wc/**

NOTICE TO EMPLOYEES
UNIVERSITY OF PITTSBURGH - OAKLAND PANEL

HEALTH CARE PROVIDER PANEL AND PROCEDURES

IN CASE OF A WORK- RELATED INJURY:

1. **You must immediately report the injury to your supervisor.** In order to ensure prompt attention to your claim, the Office of Workers' Compensation requires a copy of your accident report within one business day.
2. To ensure that the University of Pittsburgh will pay bills associated with medical treatment, you must select from one of the licensed physicians or health care providers listed below.
3. Medical care must be provided by one of the designated providers listed below for the first 90 days from your first treatment. *(For Bloodborne Pathogen Exposures and Animal Related Incidents - call Employee Health at 412- 647-3695.)*
4. If you require emergency medical care, you may seek treatment at the closest Emergency Department for your initial care, but any additional medical treatment must be obtained by one of the providers below.
5. You are required by law to treat with one of the designated providers listed below for 90 days from the date of your first visit. Failure to treat with these providers will result in the University denying responsibility for payment of bills for the first 90 days of treatment.
6. After the 90-day period, if continued treatment is prescribed, you may choose to go to another licensed physician or health care provider for treatment. However, you must notify workers' compensation of this action within five (5) days of visit to the provider of your choice. Bills associated with such treatment of a work-related injury/illness will be paid if the licensed physician or health care provider files reports as required. (These reports must be filed within 21 days after the first visit and, at least once a month for as long as treatment continues.)

If there are any questions concerning this Notice, please call (412) 624-1198.

OCCUPATIONAL MEDICINE

All Work Related Injuries:

Concentra Medical Center – Oakland
120 Lytton Avenue, Suite 275
Pittsburgh, PA 15213
(412) 621-5430

Concentra Medical Center – Aspinwall
15 Freeport Road, Suite 100
Pittsburgh, PA 15215
(412) 784-1678

Concentra Medical Center – Robinson
4390 Campbells Run Road
Pittsburgh, PA 15205
(412) 429-9675

Concentra Medical Center-West End
1635 West Carson Street
Pittsburgh, PA 15219
(412) 391-1137

CHIROPRACTIC CARE

John Depasqua, DC
305 Mt. Lebanon Blvd., Suite 100
Pittsburgh, PA 15234
(412) 531-4800

~or~

Richard Erhard, DC, PT
3200 South Water Street
Pittsburgh, PA 15203
(412) 432-3700

EMPLOYEE HEALTH

(Bloodborne Pathogen Exposures & Animal Related Incidents)
3708 Fifth Avenue
Medical Arts Building, Suite 500.59
Pittsburgh, PA 15213
(412) 647-3695

GENERAL SURGERY

Fredric Jarrett, MD
5200 Centre Avenue, Suite 705
Pittsburgh, PA 15232
(412) 681-8720

MRI TESTING

Raytel Imaging Network
1-800-453-0574
Multiple Facility Locations

NEUROSURGERY

Daniel Wecht, MD
200 Lothrop Street, Suite 5C
Pittsburgh, PA 15213
(412) 647-9341

~or~

The Neurosurgery Group of Western PA
Drs. Bookwalter, Ferraro, Bonaroti and
Ragoowansi
500 McKnight Road
Pittsburgh, PA 15237
(412) 369-5090

OPHTHALMOLOGY

Eye Injuries
Peter Berkowitz, MD
532 S. Aiken Avenue, Suite 520
Pittsburgh, PA 15232
(412) 621-5822

ORTHOPEDICS

Bone and Joint Injuries:
Tristate Orthopedics
5900 Corporate Drive, Suite 200
Pittsburgh, PA 15237
(412) 369-4000
Multiple Facility Locations

~or~

The Orthopedic Group
1145 Bower Hill Road, Suite 301
Pittsburgh, PA 15243
(412) 276-7022
Multiple Facility Locations

PHARMACY

No out of pocket expense
Falk Pharmacy
3601 Fifth Avenue, Room 221
Pittsburgh, PA 15213
(412) 648-3124
Please bring University of Pittsburgh
employee ID with you

~or~

Giant Eagle Pharmacy
Multiple Pharmacy Locations
Please bring University of Pittsburgh
employee ID with you

PHYSICAL MEDICINE

Muscular-Skeletal Injuries:
Marc Adelsheimer, MD
580 South Aiken Avenue, Suite 100
Pittsburgh, PA 15232
(412) 681-1638

PHYSICAL THERAPY

Centers for Rehabilitation Services
Center for Sports Medicine
3200 South Water Street
Pittsburgh, PA 15203
(Other locations available)
(412) 432-3700

~or~

Any listed **Concentra** location

EMERGENCY CARE

Emergent Care may be sought from the closest Emergency Department; all needed follow up care is to be provided from one of the Health Care Providers on this panel