



THE UNIVERSITY OF TENNESSEE

Occupational Health Program

Injury/Exposure Reporting and Notification Guide for Staff and Students (What to Report, When to Report it, and Who to Report it to)

Staff are required to report occupational injuries and exposures. Failure to report the injury within 48 hours will result in a \$500 departmental fine from the Tennessee Division of Claims and Risk Management.

1.0 Accidents and Exposures that Require Reporting

- All injuries that happen while at work (for staff, including student workers),
- For students, all injuries occurring during class activities or while engaged in IACUC research activities
- All exposures to zoonotic agents for both staff and students

2.0 When to Report the Injury or Exposure

- All injuries/exposures (ie zoonotic agents, biohazards, and chemical exposures), should be reported by the individual at the time of injury unless emergency treatment is required. In the instance that emergency treatment is required, call 911 or proceed to the nearest emergency department, then report the injury as soon as possible after treatment has been received.
- All exposures to zoonotic agents should be reported as soon you realize that you have been exposed.

3.0 Who should receive the Report of the Injury or Exposure

Staff Injury Reporting: In the event of an occupational related injury or exposure:

1. Contact the Occupational Health Program nurse at 865-755-8924.
2. Call the CorVel Injury Report Line at 866-245-8588 and select option 2. CorVel is a third-party administrator for The University of Tennessee and they will provide instructions on how and where to seek treatment. Failure to report an injury to CorVel within 48 hours will result in the Tennessee Division of Claims and Risk Management assessing a \$500 departmental fine.
3. Staff are required to report the event to the University of Tennessee Office of Risk Management by completing the WC Procedures Report (required), WC Injured Worker Statement (required), and WC Supervisor Statement (required), These forms can be found on the by using this "[UT WC Injury Reporting Link](#)". These forms must be completed within 48 hours of the injury/exposure.

Student Injury Reporting: In the event of a student injury involving animals or exposure during research or teaching activities:

1. Students are to report the injury to UT Risk Management by accessing this online "[UT Risk Management Incident Report Link](#)", report to their PI if performing protocol research, or report to their instructor if in a class or clinical setting.
2. Contact the Occupational Health Program nurse at 865-755-8924, or via email at bcranmor@utk.edu

Students may always seek treatment through UT Student Health Center during their normal hours of operation (M-F 8-4:30). Student Health may be contacted prior to arrival by calling 865-974-3135. Students may seek treatment from their primary care provider as well. The PI and/or the OHP nurse may provide guidance on how and where to seek treatment.

Reviewed and Approved 1/24/2023

A handwritten signature in blue ink that reads "Bryan Cranmore RN". The signature is written in a cursive style and is positioned above a horizontal line.

Bryan Cranmore RN, COHN
Occupational Health Nurse