

WSU Extension Volunteer Workplace Injury Reporting

****ALL WORKPLACE INJURIES MUST BE REPORTED WITHIN 24 HOURS****

All reported volunteers working in support of WSU programs are covered by workers' compensation insurance. Seek medical treatment immediately, if needed, and report all workplace injuries to:

- **The volunteer's supervisor**
- **The department administrative manager or program manager**
- If you are unable to reach either the supervisor or department administrative/program manager within one business day of the injury, please contact Human Resource Services at (509) 335-4521

For injuries that occur over the weekend or after regular business hours (Monday thru Friday, 8:00 AM to 4:30 PM), injuries should be reported the next regular working day after the accident.

Per WSU policy, reportable incidents consist of:

Injury: Any wound or damage to the body resulting from an instantaneous event. Examples include, but are not limited to: cuts; bruises; contusions; chipped teeth; amputations; insect bites; electrocutions; burns; sprains; and sprain injuries to muscles, joints, and connective tissues resulting from a slip, trip, or fall.

Illness: A condition resulting from chronic exposure to the work environment, academic environment, or both. Examples include, but are not limited to: musculoskeletal disorders (e.g., tendinitis, carpal tunnel syndrome); skin disorders; respiratory conditions; and noise-induced hearing loss.

An Injured Volunteer must complete:

1. Report of Industrial Injury or Occupational Disease (only needed if medical treatment was sought): Volunteers must request this form from their medical provider at the time of treatment. The form is sent directly to the Department of Labor and Industries from the medical provider.
2. All volunteers need to report their volunteer hours in the Volunteer Database located at: <http://ext.wsu.edu/Volunteers/logon.aspx>
3. Witness/Injured Person Statement (Optional): <https://ihr.hrs.wsu.edu/File/witnessstatement.pdf>

The Volunteer's supervisor must complete:

1. On-line Incident Report Form **within 24 hours** and submit the Monthly Volunteer Hours Report: https://ihr.hrs.wsu.edu/forms/incident_report.aspx
2. Supervisor's Accident Investigation Report, if one or more of the following are applicable:
 - The volunteer receives medical treatment;
 - The volunteer is unable to work the next full or subsequent shift(s) as a result of an injury or illness; or
 - Events and conditions involving a near miss or minor accident indicate that a potentially serious injury or illness could result from a similar situation.

Prompt reporting eliminates delays in workers' compensation benefits to the volunteer.