Employee Incident Reporting & Anti-Retaliation

TRINITY HEALTH REQUIRED EDUCATION

Employee Incident Reporting & Anti-Retaliation

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Course Description

This course provides an introduction to reporting work-related incidents with an emphasis on Trinity Health's commitment to safety and prohibition against retaliation for colleagues who report unsafe working conditions or work-related incidents. (Note: there is no audio in this course).

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Introduction
Lesson 1 of 4

What you will learn

You should leave this course knowing:

- How to report a work-related incident
- What happens when you report a workplace injury or illness
- About the anti-retaliation (whistleblower) protections you have when reporting unsafe working conditions and work-related illnesses and injuries including "near miss" events.

Glossary

Please look at these important terms before beginning:

Near Miss

An incident that could have resulted in injury or illness but did not.

OSHA 300 Log

A form for employers to record all OSHA recordable injuries and illnesses that occur in the workplace.

Privacy Case

An incident where the employee's name is hidden from view on the OSHA 300 Log because of the specific illness or injury reported, or at the employee's request for illnesses.

Trinity Health Employee Incident Reporting (THEIR)

The application used to report work-related incidents including near misses.

How OSHA Protects Your Safety

OSHA ensures safe and healthy working conditions for employees by setting and enforcing standards that include requiring employers to provide **training**, **guidance**, and **assistance**.

OSHA standards also provide employees with:

- *Privacy* when reporting certain work-related incidents

- *Protection from retaliation* when reporting an unsafe working condition or work-related incident

Three important facts about reporting work-related injuries and illnesses and unsafe working conditions:

Compliance with OSHA standards continues to be a priority for Trinity Health. Here are three important facts for employees to know about OSHA and our current reporting standards:

Fact #1

Employees must report all work-related incidents.

Fact #2

Certain information must be recorded when reporting.

Fact #3

All employees are protected from retaliation for reporting unsafe working conditions and work-related illnesses and injuries, including "near miss" events.

Reporting Work-Related Incidents
Lesson 2 of 4

Employees must report all work-related incidents in the *Trinity Health Employee Incident Reporting (THEIR)* application as soon as they occur or when possible.

Work-related incidents include:

- Injuries
- Illnesses
- Near-misses
- COVID-19 exposures
  (whether or not they result in a COVID-19 diagnosis)

Here is what you'll do to report an incident

Access the Incident Reporting Tool

- Use the globe icon in the ZENworks window to open THEIR.

  > *Note: Your local ministry page may show a different icon titled **TH Work Related Incident Reporting**.*

- Refer to the job aid [Colleague Incident Entry](#) for steps on how to report an incident (you must be logged into Microsoft 365 to open the job aid).
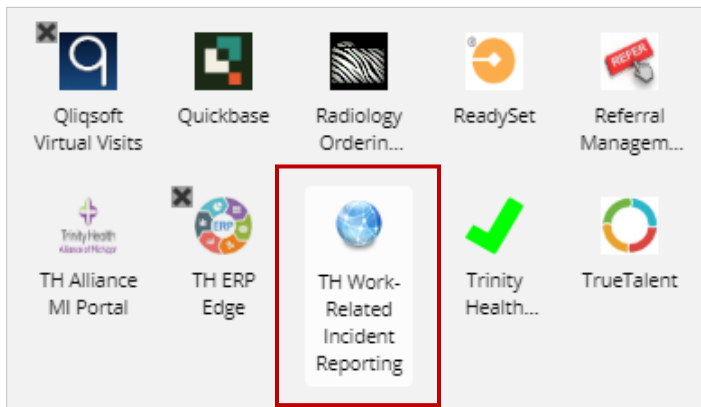
Use Employee Lookup (if available) when submitting an incident

Employee Lookup helps ensure current information is included in your incident.

It saves you time because it fills in details for you such as when you were hired or your address.

What if Employee Lookup is unavailable?

If Employee Lookup is unavailable, it's **critical** that you fill out all fields in the form completely. This way, your incident will be sent to the workers' compensation provider as quickly as possible.

Additional information regarding workers' compensation and submitting work-related incidents is also available at HR4U.

Remember when reporting incidents

Always seek medical attention FIRST for urgent situations.

*Your supervisor will meet with you when appropriate to review what happened and identify contributing factors and possible prevention actions. This is called a **post-incident investigation**.*

Your ministry may have a specific process for reporting an incident; please contact your local HR team or supervisor if you need assistance.

Certain Information Must Be Recorded When Reporting
Lesson 3 of 4

What happens when I report a work-related incident?

When you report an incident it is processed by your ministry to ensure all required information is completed. Your incident may also be sent to our workers' compensation administrator who may reach out to you for more information.

In addition, OSHA requires that:

Specific severe injuries or illnesses be reported to them by your ministry

Certain incidents must be recorded on the OSHA 300 Log

OSHA's Form 300 (Rev. 04/2004)
Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Please Record:
- Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.
- Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.
- Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.

Reminders:
- Complete an Injury and Illness I[...] form for each injury or illness re[...] case is recordable, call your loca[...]
- Feel free to use two lines for a si[...]
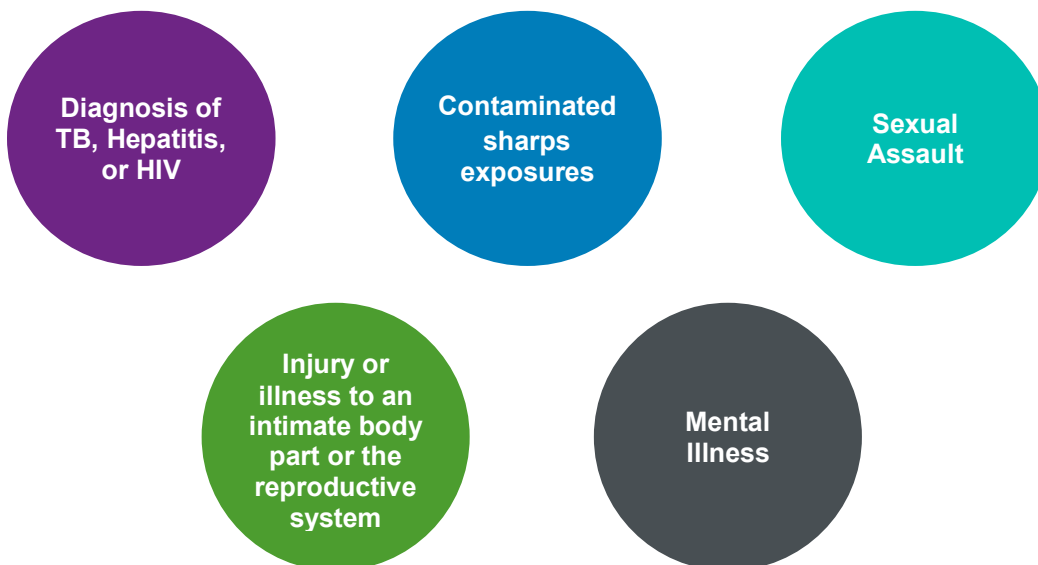- Complete the 5 steps for each c[...]

Step 1. Identify the person

Step 2. Describe the case

(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)

If an incident is recorded on the OSHA 300 Log, a determination is made as to whether it is a **privacy case**.

What is a privacy case?

OSHA's recordkeeping standard includes a list of identified illnesses or injuries that are privacy cases.

OSHA defined privacy cases are:

- Diagnosis of TB, Hepatitis, or HIV
- Contaminated sharps exposures
- Sexual Assault
- Injury or illness to an intimate body part or the reproductive system
- Mental Illness

What about illnesses or injuries that are not on the privacy case list?

Employees have a right to request their name be hidden on the OSHA 300 Log for any illness. However, employees cannot request this for injuries, unless the injury is on the privacy case list.

How do I request that my name be hidden on the OSHA 300 Log?

You can request that your name be hidden for illnesses when submitting an incident using the THEIR application.

Employees are Protected from Retaliation
Lesson 4 of 4

Safety is a Trinity Health Core Value

All employees are encouraged to report unsafe working conditions and work-related illnesses and injuries, including "near miss" events.

Trinity Health strives for a just culture

In a just culture employees feel safe to speak up and report unsafe working conditions and work-related illnesses and injuries, including "near miss" events.

By reporting you help us

Learn and make improvements to keep everyone safe, including patients, residents, and one another.

Don't Worry

As a Trinity Health employee, you should never feel discouraged to report any unsafe working condition or work-related injury or illness, including "near miss" events for fear of retaliation. Trinity Health takes reporting seriously and retaliatory behavior is prohibited.

Report It!

If you feel you are experiencing any form of retaliation, please report this to your manager, Human Resources, or through the Compliance Hotline.

If you believe Trinity Health has retaliated against you for exercising your rights to report unsafe working conditions, you can report this activity through OSHA's Discrimination Against Employees Exercising Rights section under the OSHA Act of 1970.

Please contact your manager or Human Resources if you have any questions about reporting work-related injuries or illnesses or unsafe working conditions.