Keywords: accident, claims management, emergency, hospitalization, incident, incident report, injury, occupational injury, patient, patient injury, student injury, visitor injury, visitors

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. POLICY</td>
<td>1</td>
</tr>
<tr>
<td>II. REFERENCES</td>
<td>1</td>
</tr>
<tr>
<td>III. PROCEDURES</td>
<td>1</td>
</tr>
<tr>
<td>IV. RESPONSIBILITIES</td>
<td>2</td>
</tr>
<tr>
<td>V. REVIEW CYCLE</td>
<td>3</td>
</tr>
</tbody>
</table>

I. POLICY

All incidents which result in an injury to employees, students, or visitors shall be appropriately documented and reported. This reporting and documentation is necessary to properly evaluate and/or treat injured employees, students, and visitors; and to implement corrective actions which prevent the reoccurrence of incidents.

This policy only applies to Johns Hopkins Hospital and Johns Hopkins University employees and students, and to visitors to the Johns Hopkins Hospital and Johns Hopkins University buildings. Since Johns Hopkins Hospital and Johns Hopkins University employees and/or students may visit other hospitals in the Johns Hopkins Enterprise system, emergency numbers for those hospitals are provided in this policy.

If the injured individual believes his or her injury is of an emergency nature, emergency medical attention should be sought at the appropriate campus listed below. If the injured individual is unconscious or unable to make such a determination, initiate this emergency response.

- East Baltimore Campus – call 5-4444 within the hospital, for other East Baltimore Campus Buildings, Call 9-911.
- Bayview Campus – call 0-0222 within the hospital, for other Bayview Campus buildings, call 9-911.
- Homewood and Wyman Park – call 410-516-7777
- Howard County Hospital – Call 410-740-7777
- Suburban Hospital - 301-896-3167
- Sibley Memorial Hospital - 202-537-4555
- All off-site locations, call 911 or 9-11 as applicable.

II. REFERENCES

Interdisciplinary Clinical Practice Manual: Medical Legal. Policy MEL 007 (Patient/Visitor Event of Safety Concern Reporting Policy)

III. PROCEDURES

A. Reporting EMPLOYEE injury:
   1. All injuries to employees shall be promptly reported to the supervisor.
   2. The injured employee should seek medical attention in the appropriate clinic listed below:
      a. East Baltimore Campus:
         • Occupational Injury Clinic
         • Blalock 139
         • Phone: 410-955-6433
         • Phone: 410-550-0477
      b. Homewood
3. Employees injured at sites not listed above must report injuries to their supervisor. Their supervisor will direct them to the appropriate location for treatment.

4. For injuries requiring immediate attention which occur outside normal business hours, the injured employee should go to the nearest emergency room for treatment.

5. If the incident is a bloodborne pathogens exposure, call the 5-STIX line.

6. The supervisor shall complete the "Employee Report of Incident" form. The injured employee must bring the completed form to the appropriate clinic with them. For after hours injuries requiring a trip to the ED, the form must be submitted to the appropriate occupational injury clinic the following work day. The form is available at this link: [http://www.hopkinsmedicine.org/hse/forms/IncRpt.pdf](http://www.hopkinsmedicine.org/hse/forms/IncRpt.pdf)

B. **Reporting VISITOR injury:**
   1. Notify Security and the appropriate legal department of any visitor injuries. Security will complete an incident report and also notify the appropriate institutional legal department.
   2. Document all visitor injuries in the Johns Hopkins Hospital via HERO (Hopkins Event Reporting Online).
   3. Security should notify HSE immediately of significant incidents. A significant incident is one that results in hospitalization or emergency treatment or the probability of repeat occurrence is high.

C. **Reporting STUDENT injury:**
   1. Notify Security of any student injury. Security will complete an incident report and notify the Office of the Vice Provost for Student Affairs. If the student was injured on hospital property, Security shall also notify the hospital’s legal department.
   2. If required, the injured student should seek medical attention at the University Health Service, 933 N. Wolfe Street on the East Baltimore Campus, or the Student Health and Wellness Center, 1 E 31st Street, Suite N200, on the Homewood Campus. For serious injuries or if the clinic is closed, go to the nearest emergency room.
   3. If a student has a bloodborne pathogens exposure or animal bite, call the 5-STIX line.
   4. Security should notify HSE immediately of significant incidents. A significant incident is one that results in hospitalization or emergency treatment or the probability of repeat occurrence is high.

Drivers of company-owned vehicles will be required to undergo post-accident testing for alcohol and drugs. The testing will be performed at the request of the supervisor or the appropriate clinic listed above. Supervisors can call the OHS RN on call to arrange for post-accident testing during off shift or weekend hours by calling CENTREX 5-5000 and ask for the OHS RN on call.

**IV. RESPONSIBILITIES**

A. All Staff
   1. Report all incidents **immediately**

B. Departmental Management
   1. Document all reported incidents on the appropriate form.
   2. Evaluate and investigate all reported incidents.
   3. Institute any corrective measures as soon as possible.

C. Security
   1. Document all student and visitor injuries.
   2. Notify the appropriate institutional contact (Legal Office and/or the Office of the Vice Provost for Student Affairs) of such incidents.
   3. Immediately notify HSE of significant incidents

D. Occupational Injury Clinics
1. Notify HSE of significant incidents. (hospitalization or emergency treatment or probability of repeat occurrence is high)

E. Health, Safety and Environment
   1. Review all "Report of Incident" reports via IVOS. The Associate Director of HSE will assign incident investigations when deemed necessary.
   2. Respond to significant incidents in a timely manner.

V. REVIEW CYCLE

3 years