

<b>Johns Hopkins Safety Manual</b>	<i>Policy Number</i>	<b>HSE 004</b>
<i>Subject:</i>	<i>Last Review Date</i>	09/23/08
<b>Incident and Injury Reporting</b>	<i>Page</i>	1 of 2

## POLICY

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

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 911.
- Bayview Campus – Call 0-0350, “A” Building; ER 0-0222
- Homewood – Call 410 516-7777
- Howard County Hospital – Call 740-7777

## REFERENCES

Johns Hopkins Safety Manual: Occupational Injury Management, HSE 005

Johns Hopkins Safety Manual: Clinical Equipment, HSE 009

JHH Nursing Practice and Organizational Manual

## 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:
  - East Baltimore Campus:  
Occupational Injury Clinic  
Blalock 139  
Phone: 410 955-6433
  - Bayview Campus:  
Occupational Health Services  
ASC Building Room #304  
Phone: 410 550-0477.
  - Homewood  
Occupational Health Services  
Wyman Building 6th Floor  
Phone: 410 516-0450
  - Howard County General Hospital  
Employee Health  
2nd Floor TCAS Building  
Phone: 410 740-7838.
3. During non-clinic hours, utilize the appropriate emergency number in paragraph 2 above, if medical attention is necessary.
4. The supervisor shall complete the "Employee Report of Incident" form and forward the form to the appropriate clinic.
5. Refer to the Occupational Injury Management Policy for additional detail.

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B. Reporting VISITOR injury:

1. Security should be notified if the injury occurs in a "common area" such as a parking area, corridor, or entrance.
2. Document all JHH visitor injuries on the Report of Occurrence Form and all JHU visitor injuries on the Report of Incident form.
3. Notify the Legal Department.

C. Reporting PATIENT injury:

1. Notify physician responsible for patient.
2. Document injury on JHH Report of Occurrence Form.
3. Notify the Legal Department at x5-7949 if the patient injury is significant.
4. Follow protocol found in JHH Nursing Practice and Organizational Manual.
5. If the injury is suspected to be caused by or related to malfunction of a medical device, notify Clinical Engineering Services by calling 4-SAFE (4-7233). See policy HSE 009.

D. Reporting STUDENT injury:

1. Promptly notify faculty/staff member responsible for student.
2. Document injury on JHH Report of Occurrence Form or JHU Report of Incident Form.
3. Seek medical attention in the University Health Service, Carnegie 136 on the East Baltimore Campus, or the Student Health Service AMR II on the Homewood Campus.

RESPONSIBILITIES

All Staff	Report all incidents <b>immediately</b>
Departmental Management	Document all reported incidents on the appropriate form. Evaluate and investigate all reported incidents. Institute any corrective measures as soon as possible.
Occupational Injury Clinics	Notify HSE of significant incidents. Criteria for significant incidents: 1. Hospitalization or emergency treatment 2. Probability of repeat occurrence is high
Health, Safety and Environment	Review all "Report of Incident" reports via the Integrated Claims Management System. All incidents that are deemed OSHA recordable, animal related, or involve blood/body fluid splashes will be investigated to determine cause and corrective action.

REVIEW CYCLE

Annually