

EMPLOYEE WORK-RELATED ILLNESS/INJURY NOTIFICATION PROCESS

VERSIONS:

August 17, 2020—New

Employee work related Injury/Illness with hospitalization¹ requires notification to the GMR Safety and Risk Management Department (SRM) and/or Human Resources. Proper notification means timely submission of claims, related documentation, pictures, etc. via STARS and supplemental communication via voicemail or phone as specified.

GMR Air-Medical Locations

STARS entries and OSHA required notifications for any air employee Injury, illness or employee held in an ED for admission or fatality will be managed by your Human Resources Team or through contact with Field Resource Utilization (whichever is applicable to your organization).

SUPPLEMENTAL NOTIFICATION INSTRUCTIONS

Timing of Notifications

Supervisors, Managers, Program Directors, etc. should provide the supplemental notification (via phone or voicemail) while still conducting their initial investigation and after assembling most if not all the relevant information. This should occur within 1-3 hours of the incident unless a shorter timeframe is noted (i.e. SRM and/or HR must report employee fatalities within eight hours and employee hospitalizations within 24 hours of initial notification).

It is imperative that employee injuries and illnesses that require hospitalization and/or ED holds for admission or fatalities be reported to your GMR Regional Director of Safety or designee (for GMR Ground Operations) or your Human Resources Representative or Field Resource Utilization (Air Operations) as soon as you receive notification. This will allow regulatory notifications to occur within current guidelines.

Be Prepared to Provide the Following Information:

- The establishment name
- The location of the work-related incident
- Zip code for the location of the work related incident
- The time of the work-related incident
- The type of reportable event (i.e., fatality, in-patient hospitalization, amputation, or loss of an eye)
- The number of employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye
- The names of the employees who suffered a fatality, in-patient hospitalization, amputation, or loss of an eye

¹ OSHA defines work related in-patient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment. Treatment in an Emergency Room only is not reportable.

Employers do not have to report an event if it: Resulted from a motor vehicle accident on a public street or highway (except in a construction work zone); Occurred on a commercial or public transportation system, such as airplane or bus; Involved hospitalization for diagnostic testing or observation only.

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- Your contact person and his or her phone number; and A brief description of the work-related incident.”

Cell Phone Notifications

When supplemental notification is required, do not use a computer pager system. Use the phone contacts provided below.

- ALL RETURN TELEPHONE NUMBERS MUST INCLUDE THE AREA CODE.
- If no response within 10 minutes of a time-sensitive call, please repeat the call.
- If no response within 10 minutes of the second call, please contact an alternate on-call Director/Manager.

Ground Employee Notification

- Jennifer Bales, Pacific Region: 916.869.1225
- Daren Whiteley, Northwest Region: 951.206.9712
- Jim Ryan, South Region: 480.798.2467
- Paul Cormier, Northeast Region: 860.204.7463
- Jay Stetz: South East Region: 202.997.2209

Air Employee Notification

- Air Evac Lifeteam: Field Resource Utilization 636.695.5330
- Guardian Flight: Torey Spring 385.722.9321 (Option 7)
- Alliance Group: Mirra Smith 469.446.7341
- Kristine DeLosa: 303.324-6337
- RMH: Pauline (Pauli) Charbonneau: 707.239.3267; Secondary Number: 707.324.2431