

**STANDARD OPERATING PROCEDURES**  
**DIVISION OF COMPARATIVE MEDICINE**  
**UNIVERSITY OF SOUTH FLORIDA**

SOP#: 029.12

Date Issued: 9/04

Date Revised: 5/22

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**TITLE:** Reporting/Tracking Work Related Injury/Illness  
**SCOPE:** All Animal Program Personnel  
**RESPONSIBILITY:** Veterinary Staff, Facility Manager, All Animal Care Personnel, and Administrative Staff  
**PURPOSE:** To Outline Procedures for Reporting Work Related Injury/Illness

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- I. **PURPOSE** his/her supervisor (no exceptions).
2. Facility Managers are required to maintain a record of information regarding every reported work-related injury and/or illness on the ***Work-Related Injury/Illness Log, CMDC #129.***
  3. Facility Managers are responsible for knowing ***How to Report a Work Related Injury or Illness*** and completing the

[Online Consolidated Injury/Illness Reporting](#)

[Form.](#)

4. It is the responsibility of the injured/ill individual to submit all work-related documentation provided by a health care provider to their supervisor or Facility Manager. Facility Managers are responsible for forwarding any documentation to the Assistant Director.
5. The Facility Manager is required to submit the [Online Consolidated Injury/Illness Reporting Form](#) for each work-related injury/illness to Human Resources and the Assistant Director

3. **In case of emergency, call 911** for immediate medical care or immediately send the employee to a hospital emergency room. The Facility Manager must call AmeriSys at 1-800-455-2079 as soon as practical. The AmeriSys toll free number is available 24/7.
  
4. For **non-emergency** injury/illness, the [\*\*Online Consolidated Injury/Illness reporting Form\*\*](#) must be completed

assistance regarding the entire Workers' Compensation process and can be contacted by email at [ehs@usf.edu](mailto:ehs@usf.edu)

11. **Complete information is available on the Worker's Compensation webpage** on the HR website at <https://www.usf.edu/hr/benefits/attendance-leave/workcomp.aspx>

**Approved:**

**Date:**