

IMPORTANT: Timeline for Reporting Workers' Compensation Claims

Please be advised there are certain circumstances that require Juniata College to report a Workers' Compensation Claim directly to OSHA within a strict timeframe. Please review the following work-related injuries where strict timelines are in place for reporting:

1. If an employee is killed on the job, report the death to OSHA within 8 hours of the employee's death.
2. Any in-patient hospitalization, amputation, and/or eye loss must be reported within 24 hours of the incident.
3. COVID-19 hospitalizations must be reported within 24 hours of learning that the employee has been hospitalized and that the reason for the hospitalization was a work-related cause of COVID-19. You must also report a COVID fatality within 8 hours of learning that the death was related to exposure to COVID-19 at work.

It is the responsibility of the employee to notify their immediate supervisor of a work-related injury, even if outside of normal business hours. However, if you're aware of an employee's serious injury, please handle with proper prudence to ensure we comply with reporting guidelines. At the point that an injury is reported or known, it is then the immediate supervisor's responsibility to report the claim to Paige Hower in Human Resources. If the injury is serious or requires treatment beyond first aid, the supervisor should follow-up with the employee to check on their well-being and confirm if hospitalization is required.

Any serious injury, as outlined above, should be reported immediately. If a serious injury occurs outside of normal business hours, Monday through Friday 8:00 AM to 4:00 PM during the Summer, and 8:30 AM to 5:00 PM during the Academic Year, a phone call must be placed to Paige Hower at 717-348-4000. If you're unable to reach Paige Hower and a call is not returned to you within an hour, please reach out to Cady Kyle at 814-644-9296. As a reminder, work-related injuries that occur during normal business hours, or those that do not fit into the above categories, should be reported to Paige Hower via email at howerp@juniata.edu or in person by visiting the Human Resources Office.