

## What to do if a Master Gardener Volunteer Sustains a Workplace Injury

### **\*\*ALL WORKPLACE INJURIES AND ILLNESSES MUST BE REPORTED WITHIN 24 HOURS\*\***

All volunteers working in support of WSU programs are covered by workers' compensation insurance. Seek medical treatment immediately, if needed, and report all workplace injuries to:

- **The WSU Master Gardener Program Coordinator.**
- **The WSU County Extension Director.**

If you are unable to reach either the Program Coordinator or the Extension Director within one business day of the injury, please contact the Human Resource Services - Disability Unit at (509) 335-4521.

For injuries that occur over the weekend or after regular business hours (Monday thru Friday, 8:00 AM to 4:30 PM), injuries should be reported to the WSU Master Gardener Program Coordinator the next regular working day after the accident.

### **Per WSU policy, reportable incidents consist of:**

**Injury:** Any wound or damage to the body resulting from an instantaneous event. Examples include, but are not limited to: cuts; bruises; contusions; chipped teeth; amputations; insect bites; electrocutions; burns; sprains; and sprain injuries to muscles, joints, and connective tissues resulting from a slip, trip, or fall. **Illness:** A condition resulting from chronic exposure to the work environment, academic environment, or both. Examples include, but are not limited to: musculoskeletal disorders (e.g., tendinitis, carpal tunnel syndrome); skin disorders; respiratory conditions; and noise-induced hearing loss.

### **Reports an Injured Master Gardener Volunteer must complete:**

1. Report of Industrial Injury or Occupational Disease (only needed if medical treatment was sought): Master Gardener volunteers must request this form from their medical provider at the time of treatment. The form is sent directly to the Department of Labor and Industries from the medical provider.
2. All volunteers need to report their volunteer hours in the Volunteer Database located at <http://ext.wsu.edu/Volunteers/logon.aspx>.
3. Witness/Injured Person Statement (Optional).

### **Master Gardener Coordinators must complete\*:**

1. On-line Incident Report Form **within 24 hours**. <https://hrs.wsu.edu/Online%20Incident%20Report>
2. Monthly Volunteer Hours Report for the month(s) of injury.
3. Supervisor's Accident Investigation Report, if one or more of the following are applicable:
  - The volunteer receives medical treatment;
  - The volunteer is unable to work the next full or subsequent shift(s) as a result of the injury or illness; or
  - Events and conditions involving a near miss or minor accident indicate the most likely injury or illness would have been serious.

\*Note: If you are a Master Gardener Coordinator who is a volunteer, you must work with your County Extension Director to complete and submit the on-line Incident Report Form.

Prompt reporting eliminates delays in workers' compensation benefits to the volunteer.

### **Resources**

SPPM 2.20 Responding to an Injury Incident

SPPM 2.24 Reporting Accidental Injuries and Work-Related Illnesses

BPPM 60.81 Volunteers

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Extension programs and employment are available to all without discrimination. Evidence of non-compliance may be reported through your local Extension office or the WSU Office of Equal Opportunity (OEO).