

## Music & Dance Faculty Meeting

Minutes of March 15, 2017

**Faculty in Attendance:** Barth, Cheung, Esquivel, Foley, Gries, Grose, Hatakeyama, Henniger, Koenigsberg, Kruckenberg, Manis, McQuilkin, Mentzel, Nobile, Owen, Pack, Paul, Peña, Pologe, Ponto, Shner, Stolet, Straka, Vacchi, Van Dreel, Vanscheeuwijk, Wagoner, Wheeler, Wolf (29)

**Staff in Attendance:** Bach, Cagno, Eckelberger, Ho, Klenke, LaFayette, Mason, Merydith, Mikesell (9)

**Guests:** Trisha Lijana, Haily Griffith

**Faculty Not in Attendance, But Excused:** Baird (teach), Boss (teach), Crumb (teach), Denny (teach), Dorsey (travel), Dossin (travel), Gearhart (sabb), Jacobs (teach), Jantzi (mtgs), Kajikawa (sabb), Kerner (teach), Krueger (travel), Latarski (teach), Lucktenberg (personal), McWhorter (sabb), Olin (teach), Rodgers (meeting), Silveira (teach), Smith (OHC Fellow), Vargas (teach), Wayne (teach), Wiltshire (teach) (22)

**Faculty Not in Attendance:** Abbott, Brown, Case, DeMartino, Grasso, Hobbs, Iddrisu, Kramer, Kyr, Riley, Tedards, Wachter, Zaerr (13)

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### CALL TO ORDER

Dean Foley brought the meeting to order at 3:04 pm.

### APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes of the music faculty meeting of November 30, 2016, were accepted as written.

### ANNOUNCEMENTS

#### Dean's Office

##### ***2017 Distinguished Alumni Recipients***

**Anthony Brown, 1975 Bachelor of Science in Music and Psychology, University of Oregon.** He went on to earn an MMus in jazz performances from Rutgers in 1978, and an MA in Music (Ethnomusicology) in 1989 and a PhD in Music (Ethnomusicology) from UC Berkeley in 1997. He has current positions at Professor, California Jazz Conservatory (2009-17); Artistic Director, Fifth Stream Music (2006-17); Smithsonian Associate Scholar (1998-17); and Director, Asian American Orchestra (1998-17). He contributed "Duke in the 1950s: Renaissance Man," in the 2015 *Duke Ellington Companion*, (Cambridge University Press).

**Timothy Cowart, BFA in Dance, Virginia Commonwealth University; 2004 MS in Arts Management and MFA in Dance, University of Oregon,** and teaching certifications in DanceAbility, Body Flow, and in Stott Pilates. He has performed nationally and internationally with the Lewitzky Dance Company, the Pittsburgh Dance Alloy under the artistic direction of Mark Taylor, Minh Tran and Company, and The Dance Theatre of Oregon. He has taught in the dance programs of DeSales University, Western Oregon University, Lane Community College, and at the University of Oregon. He has been directing the DeSales University Dance Department since 2005.

##### ***2017–18 Robert Trotter Visiting Professors***

- **Janet Schmalfeldt** – Professor emerita, Tufts University; past president of the Society for Music Theory; 19<sup>th</sup> and 20<sup>th</sup> c. specialist and pianist, October 23-27, 2017.

- **Mark Kosower** – Principal Cello, Cleveland Orchestra; Cello Professor, Cleveland Institute of Music, October 29-November 4, 2017.
- **Guido Olivieri**, University of Texas at Austin, 18<sup>th</sup> c. musicology specialist, Naples; Winter Term 2018.
- **Luisa Nardini**, University of Texas at Austin, medievalist; Winter or Spring Term 2018.

Still to come for spring 2017 TVP:

- April 10-14: **Susan Youens**, Professor of Musicology and 19<sup>th</sup> c. song literature specialist, University of Notre Dame, Notre Dame, IN.
- April 23-30: **Jon Nakamatsu**, solo pianist and chamber musician, past winner of the Van Cliburn International Piano Competition, New York, NY. featured performance on April 29.

### **Competitive UO Faculty Awards Announcements**

- **Lori Kruckenberg** – Fall 2017 Oregon Humanities Center Fellowship
- **Molly Barth** – Summer 2017 Stipend for Humanities and Creative Arts Faculty
- **Drew Nobile** – Summer 2017 Stipend for Humanities and Creative Arts Faculty and a 2017 Faculty Research Award
- **Steve Vacchi** – 2017 Faculty Research Award

### **New Faculty Searches Underway**

#### *TTF Hiring*

- **Choral Music Education** – interviews complete and offer accepted
- **Instrumental Music Education (Strings)** – interviews complete and offer accepted
- **Clarinet Performance** – interviews complete and an offer will be made by April 1
- **Vocal Performance** – final stages of screening underway with an offer to be made by May 1

#### *NTTF Hiring*

- **Viola and General Education courses** – interviews scheduled for early April
- **Audio Production** – screening to begin in April

**Other News.** The long planned Beall Hall Acoustical Renovation project was completed in early January with the installation of a new acoustical canopy designed by Kirkegaard Acousticians in collaboration with Eugene's Rowell Brokaw Architects; initial work on this project began in Fall 2013.

**UO Capital Campaign News.** University-wide we have reached \$1,615,504,132 as of February 28. The university is at \$602 M for the current fiscal year

SOMD has reached \$16,034,948 or 103% of our goal as of February 28. SOMD is at \$2,442,650 for the current fiscal year

## **RISK MANAGEMENT**

We all have an obligation to the university to make sure that any injuries — to employees or to third-parties (students, concert goers, visiting ensembles, etc.) — are reported in a timely manner. Obvious reasons for this are to quickly establish university responsibility, timely repairs if caused by infrastructure, and state law. From UO Safety and Risk Services, Trish Lijana talked about injury reporting and Workers' Compensation and explained where to find the forms, the timeline in which they need to be submitted, and resources available to us at the university. She reported that if a injury is not reported to OSHE within 24 hours of transport to the ER or hospital, the university could be fined a \$14,000 penalty.

Also from Safety and Risk Services, Haily Griffith, manager of occupational health and safety, spoke briefly about how all supervisors (including faculty working with GEs) can work to decrease and prevent accidents. Again, resources were outlined. The PowerPoint presentation is attached to these minutes.

## **PROPOSED LETTER TO CONGRESSIONAL DELEGATIONS**

Lydia Van Dreel proposed via an email sent to all faculty on March 13, 2017, that the faculty consider sending a letter in support of NEA funding going to our congressional representatives and to the editor at the *Register Guard* from the faculty of the SOMD. The proposed wording (with one correction from Jack Boss) reads:

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Dear Senator Merkley,

We are writing to express our concern regarding the future of the National Endowment for the Arts and the National Endowment for the Humanities under the current Trump administration. We all know the type of cultural treasures that these organizations support including many of our country's symphony orchestras, museums, educational institutions, etc., and the tiny (almost negligible) portion of the national budget that this support represents. In Oregon alone the NEA supports the Oregon Arts Commission in Salem, the Eugene Ballet, the University of Oregon (on behalf of Oregon Folklife Network), the Britt Festival in Southern Oregon, the Western Arts Alliance in Portland, the Portland Jazz Festival and many others.

We hope that we can count on you to fight against any reduction in funding for these organizations and to resist any attempt to eliminate or reduce the effectiveness of these organizations in preserving our country's precious cultural institutions.

We would also welcome any suggestion you might have for us regarding how we can more effectively advocate for this continued support.

Respectfully,  
The Faculty of the UO School of Music and Dance

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The proposal was seconded and approved unopposed by a voice vote.

## **DIVERSITY PLAN PROGRESS**

President Schill asked each unit to submit a diversity plan. A draft of the SOMD diversity plan was distributed from the FAC with the agenda for today's meeting. Foley everyone through the plan using a PowerPoint presentation, which is also attached to these minutes. The plan had to follow the format of the university's IDEAL report. Some of what is proposed include

- Present an open forum once per term on topics relevant to students, faculty, and staff that foster and incorporate an inclusive environment.
- Explore opportunities for flexible curricula to assist veterans and reservists with degree program completion.
- Gather demographic data on Oregon schools to identify diverse/underrepresented populations of potential students and then target recruiting efforts toward at least five of these schools per year.
- Revise policies on use of UO-owned instruments to facilitate student success.
- Create a program for onboarding and mentorship of faculty

Read all of the tactics and goals in the attached draft and PowerPoint presentation.

## **SCHOLARSHIPS**

Bob Ponto reported that most scholarship information should go out to admitted students next week.

## **GRADUATING STUDENT AWARDS**

Leslie Straka announced that it was time to once again determine who among the graduating students should be acknowledged with the outstanding area scholar or performer awards. The University awards

**ADJOURNMENT**

The meeting was adjourned at 3:50 pm.

Respectfully submitted by,

Anne Merydith  
Dean's Office

minutes\_2016-11-30.docx

# **UO Diversity Action Plan**

**2017-2020**

**School of Music and Dance**

# GOAL #1 – Foster and incorporate an inclusive environment.

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
<i>1.1 Present an open forum once per term on topics relevant to students, faculty, and staff</i>	minimum three events per year	SOMD resources	Dean	2017-18
<i>1.2 Explore opportunities for flexible curricula to assist veterans and reservists with degree program completion</i>	learn how we can be more flexible with needs	curricular committees	Associate Deans/Dept Head of Dance	2018-19
<i>1.3 Create an SOMD advisory group on diversity issues</i>	create group	SOMD faculty, staff, students	Dean	2017-18

# GOAL #2 – The University of Oregon will have a diverse faculty, staff, and student body.

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
2.1 <i>Gather demographic data on Oregon schools to identify diverse/underrepresented populations of potential students</i>	collect data	UO Admissions office	Assistant Dean for Recruitment and Admissions	spring 2017
2.2 <i>Target recruiting efforts toward at least five of these identified schools per year</i>	accomplish goal by increasing % of diverse applicants	Foundation account	Assistant Dean for Recruitment and Admissions	2018-2019
2.3 <i>Codify data on current regional, national, and international recruitment efforts</i>	track efforts that are in progress	Assistant Dean for Admissions staff and Dean's office staff; review of annual reports and travel data	Assistant Dean for Recruitment and Admissions; Dean	2017-2018

## Goal # 2 continued

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
2.4 <i>Explore ways to remove barriers to admissions (TOEFL, transfer credit, etc.)</i>	Reconsider SOMD requirement for TOEFL; reconsider transfer credit agreements	Faculty/Staff FTE	SOMD Associate Deans for Graduate and Undergraduate Studies; Dept Head of Dance; Graduate and Undergraduate Councils	2017-2018
2.5 <i>Develop new curricula that serves a broader population (Certificate/Diploma programs, e.g.)</i>	Once program is established, review how it impacts diverse populations	Faculty/Staff FTE	SOMD Associate Deans for Graduate and Undergraduate Studies; Dept Head of Dance; Areas that may be interested in supporting Certificate/Diploma ideas	2017-2019 (maybe earlier if we can locate previous proposal)



## Goal # 2 continued

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
<p><i>2.6 Increase faculty awareness for existing financial resources to support current/prospective students (expand website content, etc.)</i></p>	<p>updating/disseminating information as it is compiled; fall term faculty meeting primer on content</p>	<p>Faculty/Staff FTE</p>	<p>IT support staff; communications staff; Assistant Dean for Admissions and Recruitment; Development staff; Dean</p>	<p>2017-18</p>
<p><i>2.7 With SOMD Development staff, explore possibility of establishing new funding mechanisms to support a more diverse student population (targeted GE positions, scholarships, etc.)</i></p>	<p>Conduct meetings with development, SOMD prospects, advisory board to develop potential prospect list</p>	<p>Staff FTE</p>	<p>SOMD Director of Development; liaison with Central Development</p>	<p>2018-2019</p>

# GOAL #3 - Establish key metrics and reporting structures necessary to ensure accountability and inclusive policies, procedures, and practices.

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
3.1 <i>Create a diversity climate survey for faculty, staff, and students</i>	creation of document	Faculty/Staff FTE	FAC	Fall 2017
3.2 <i>Administer and evaluate data from this survey (possible external assistance required)</i>	collection of data and management of results	Faculty/Staff FTE	FAC; external reviewer	Winter 2018 distribute survey, spring 2018 assess responses

# GOAL #4 – Success for All. The UO is committed to achievement and success for all of its students, faculty, staff, and alumni.

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
<i>4.1 Revise policies on use of UO-owned instruments to facilitate student success</i>	discussion of current policy with faculty	Staff/SOMD Productions Manager	SOMD Productions Manager	start summer 2017
<i>4.2 Explore and share competitive funding opportunities for students traveling to conference or competition-type events</i>	Partially complete through Graduate Office; add additional information from program areas, Graduate School, and other relevant sources	Faculty/Staff FTE	SOMD Associate Deans for Graduate and Undergraduate Studies; Graduate and Undergraduate Committees	2017-2018

## Goal #4 continued

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
<i>4.3 Encourage social activities amongst areas of the School</i>	Inventory of current activities	Faculty and student leaders	Area Heads and Dance Dept. Head	2017-2018
<i>4.4 Consider implementing an SOMD writing assistance program</i>	Institutes workshop to develop writing skills	Faculty FTE	THEME Group Faculty	2018-2019

# GOAL #5 – Leadership will prioritize and incorporate diversity, equity, and inclusion in plans and actions.

Tactics/Goals	Target Measures / Means for Assessment	Resources to be used for this tactic	Name and title of lead personnel	Timeline/ Timeframe
5.1 <i>Create a program for onboarding and mentorship of faculty</i>	Implement a regularized, consistent mentoring program	Faculty FTE	Dean's Office	Fall 2017



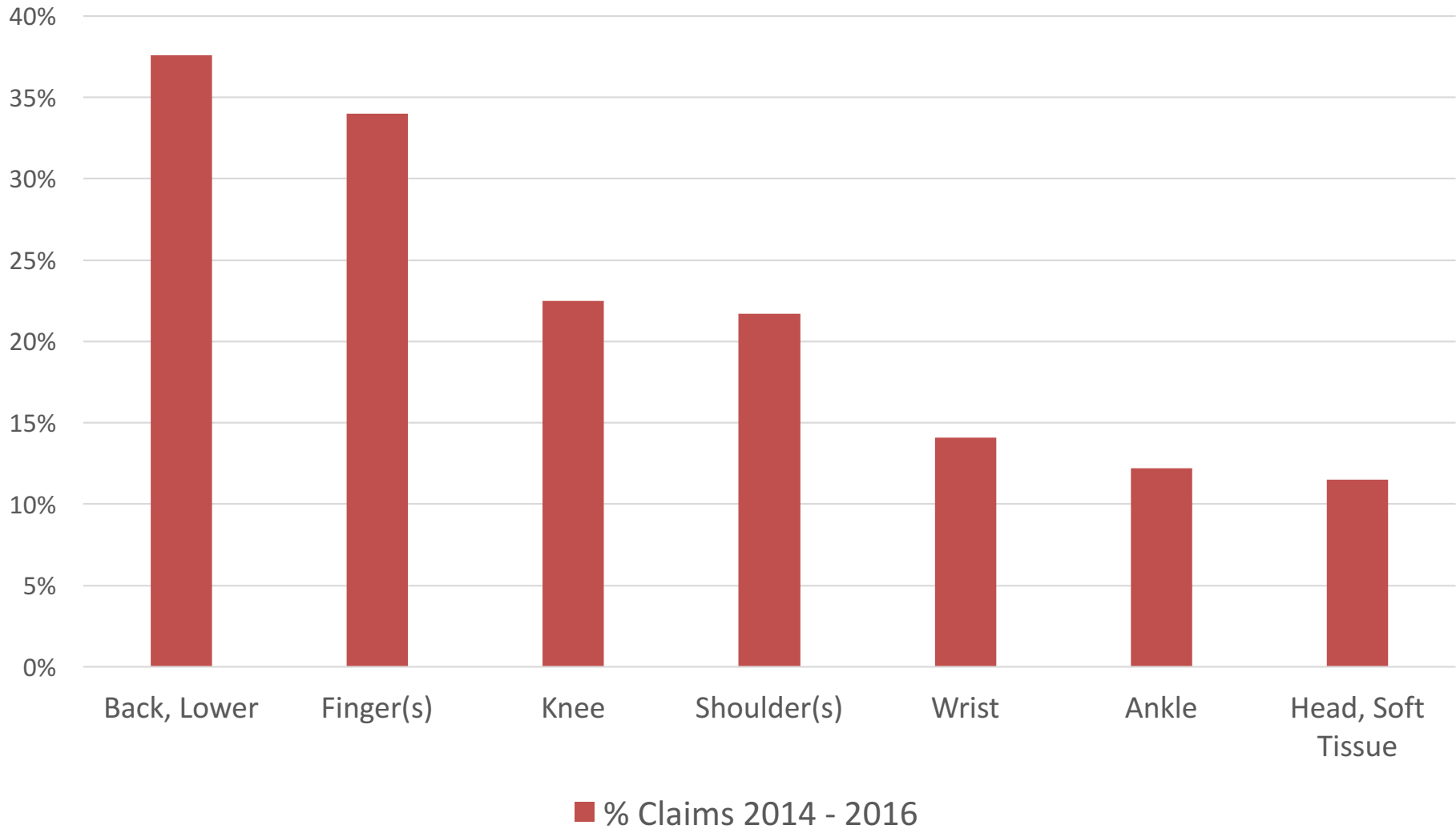
# **Injury Reporting & Workers' Compensation**



**Trish Lijana**  
**UO Safety & Risk Services**  
**346-2907 [trish@uoregon.edu](mailto:trish@uoregon.edu)**

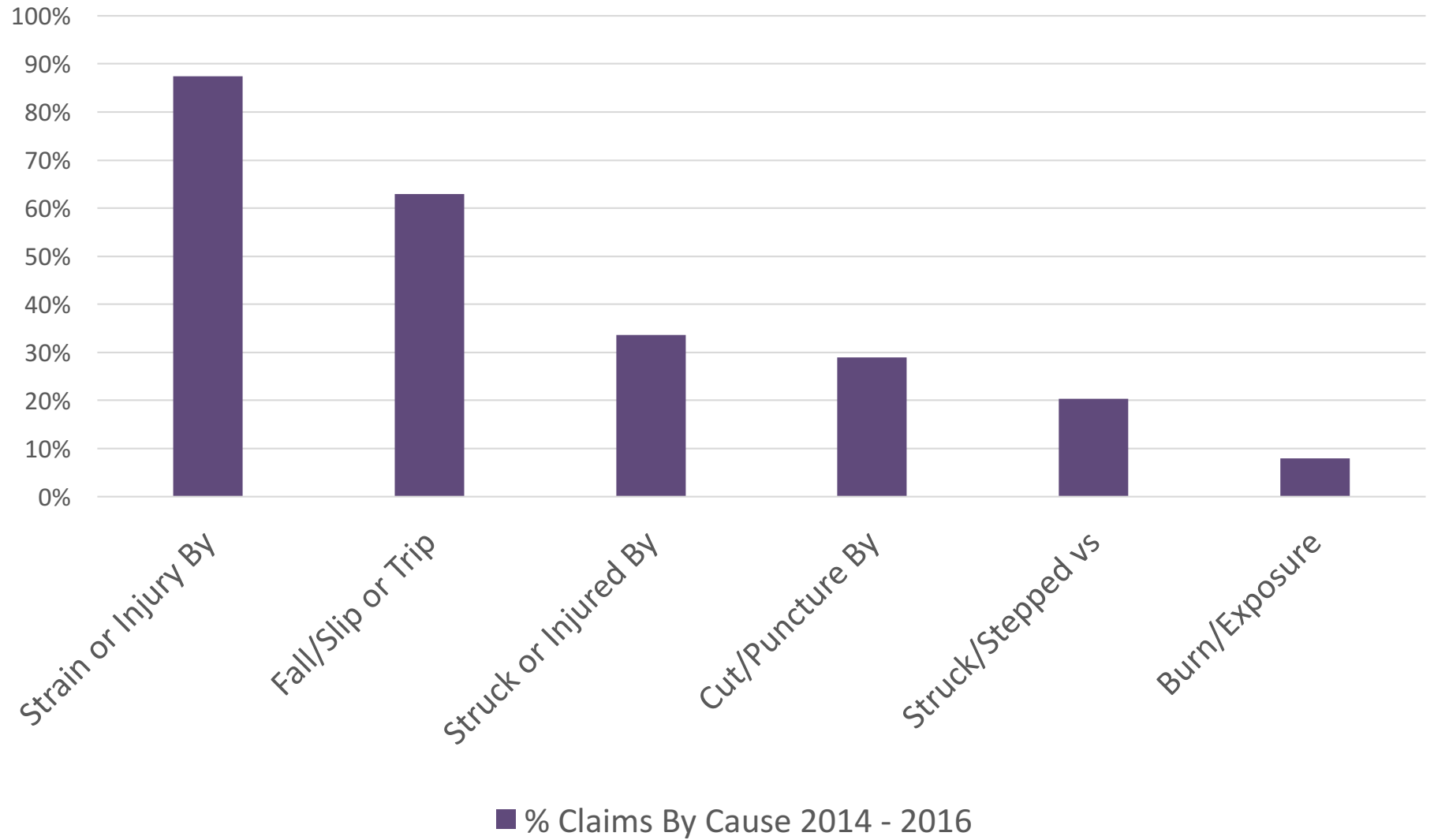
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# TOP BODY PARTS INJURED





# TOP CAUSES OF INJURIES



# HOW TO REPORT AN INJURY

- Safety Incident/Accident Report (SIAR) Form
  - Supervisor completes SIAR with injured employee
  - Opportunity to understand underlying factors that led to injury
  - Implement changes to prevent future injuries
  - Sign & fax/email completed SIAR to Risk Management
  - Within 24 hours
-

## UNIVERSITY OF OREGON SAFETY INCIDENT or ACCIDENT REPORT (SIAR)

Office of Risk Management  
1260 University of Oregon  
1715 Franklin Blvd., Suite 2A

Phone: 541-346-8316  
Fax: 541-346-7008

[RiskManagement@uoregon.edu](mailto:RiskManagement@uoregon.edu)

**Instructions:** To be completed by employee with a supervisor/manager (unclassified) **WITHIN 24 HOURS** of when employee reports a work-related accident, incident or condition. **Complete ALL sections**, do not leave any blanks.

Department Campus Operations Date of Report 2/22/17  
Date of Incident 2/22/17 Time of Incident 2:30 pm a.m. or p.m.

### Employee Information:

Employee Name Lijana, Trish  
Last First MI  
 Employee ID# 951-23-4567 Birth Date 1/1/92 Position Title Laborer  
 Employee Category  Regular, full-time  Temporary UO  Student Worker  
 Regular, part-time  Temporary Agency  Volunteer  
 Working Days  M  T  W  T  F  S  S Working Hours 7:30am - 4pm

### Injury Information:

**Treatment**  
 Received 1<sup>st</sup> aid  
 Will be seeking medical treatment  
 Received medical treatment  
(Workers' Compensation Form 801 must also be completed)  
 Hospital transport\*  
 Fatality\*  
 No treatment  
 Other \_\_\_\_\_  
**Work Status**  
 Left work early  
 Missed work, dates: \_\_\_\_\_  
 No missed work

**Nature of Injury**  
 Burn  Inflammation/irritation  
 Bruise  Scratches/abrasions  
 Cut  Sprain/strain  
 Other headache  
 Body Part Affected back of head  
 Left  Right  Both

**Cause of Injury**  
 Burned by: \_\_\_\_\_  
 Cut by: \_\_\_\_\_  
 Contact with: \_\_\_\_\_  
 Struck by: ladder  

<b>Fall/Slip/Trip</b>	<b>Sprain/Strain</b>	<input type="checkbox"/> Other
<input type="checkbox"/> Different level	<input type="checkbox"/> Lifting	_____
<input type="checkbox"/> Same level	<input type="checkbox"/> Bending/squatting	_____
<input type="checkbox"/> Floor condition	<input type="checkbox"/> Holding/carrying	_____
<input type="checkbox"/> Weather condition	<input type="checkbox"/> Pushing/pulling	_____
<input type="checkbox"/> Over object	<input type="checkbox"/> Reaching	
<input type="checkbox"/> On sidewalk/path	<input type="checkbox"/> Repetitive motion	
<input type="checkbox"/> On stairs	<input type="checkbox"/> Stairs	
	<input type="checkbox"/> Twisting/turning	
	<input type="checkbox"/> Walking	

**Blood\*\***  
 Was blood present?  Yes  No  
 If yes, was anyone else exposed to blood?  Yes  No  
 How was blood cleaned up? \_\_\_\_\_

\*If fatality or hospital transport, call Office of Risk Management immediately at 541-346-8316.  
 \*\*Any employee who was exposed to blood or other potentially infectious materials may require a medical consultation within 24 hours. Call Environmental Health & Safety 541-346-3192.

Incident Details:				
<b>Specific Site of Incident</b> (i.e. building, room, etc.)		SOUTH AGATE NEAR OREGON HALL		
<b>Task/Activity at Time of Incident</b>		DRIVING CAR WITH LADDER TO CLEAN GUTTERS ON CAMPUS		
<b>Describe Incident</b> List the sequence of events; what happened and why.				
DRIVING CAR WITH LADDER IN BACK SEAT				
CAR STRUCK POT HOLE IN ROAD				
LADDER SHIFTED IN BACK SEAT				
LADDER STRUCK BACK OF MY HEAD				
Root Causes:				
<b>Identify factors that may have contributed to or caused incident (check all that apply):</b>				
<u>Management</u>		<u>Equipment</u>		
<input checked="" type="checkbox"/> Safety procedures need to be reviewed		<input type="checkbox"/> Improper use		
<input checked="" type="checkbox"/> Training needed		<input checked="" type="checkbox"/> Proper tool not available or not used		
<u>Employee</u>		<input type="checkbox"/> PPE needs to be reviewed		
<input type="checkbox"/> Attention to surroundings		<input checked="" type="checkbox"/> Tool/equipment in need of repair, describe:		
<input checked="" type="checkbox"/> Ergonomics or body mechanics		_____		
		_____		
<u>Environment</u>		<u>Other/Explain:</u>		
<input type="checkbox"/> Building condition		WAS USING PERSONAL VEHICLE		
<input type="checkbox"/> Chemicals		LADDER WAS ALREADY AVAILABLE AT WORKSITE LOCATION		
<input type="checkbox"/> Lighting		_____		
<input type="checkbox"/> Weather		_____		
<input checked="" type="checkbox"/> Caused by a 3 <sup>rd</sup> party		_____		
Name: _____		_____		
		_____		
<b>Recommendations:</b>				
<b>What can be done to prevent this incident from happening again?</b>				
<input checked="" type="checkbox"/> Training		<input type="checkbox"/> Maintenance/repair		<input type="checkbox"/> Request assistance with task
<input type="checkbox"/> Other				
Explain: PROVIDE TRAINING ON HOW TO REQUEST USE OF DEPARTMENT VEHICLE & HOW TO CHECK INVENTORY OF EQUIPMENT/TOOLS AVAILABLE AT DESTINATION BEFORE DEPARTING				
Who will follow up? TRISH'S SUPERVISOR				
Date to be completed: TOMORROW				
<b>Signatures:</b> <i>By signing below, I certify that this information is true and correct to the best of my knowledge.</i>				
Employee	Print Name	Signature	Date	Phone
	TRISH LIJANA		2/22/17	6-2907
Supervisor	HAILY GRIFFITH		2/22/17	6-2962

Return this form to Risk Management **WITHIN 24 HOURS** of notice of incident  
 FAX: 541-346-7008

# MEDICAL TRANSPORTATION OPTIONS

## REPORT ALL INJURIES

INJURY	Non-Emergency	Urgent First Aid	Emergency
YOUR RESPONSE	Self-Transport (walking or driving)	Call UOPD (541) 346-2919	Ambulance Call 911
MEDICAL CARE REQUIRED	Non-Emergency	On-Site First Aid (by UOPD or MedExpress) or Doctor Visit	Immediate Life Threatening
EXAMPLES	Bumps, bruises, minor strain/sprain. Students can treat at University Health Center.	Laceration that may need stitches, sprains/strains, severe bruises, insect bites, rashes, etc.	Severe bleeding, difficulty breathing, chest pain, broken bones, head injuries, etc.
NOTES	UO employee assumes risks when transporting an injured employee in personal vehicle.	UOPD officers are First Aid Certified and can arrange for MedExpress to treat injured employee on site.	Notify Risk Management of Transport IMMEDIATELY (541) 346-8316

### STEPS FOR ALL EMERGENCY LEVELS:

1. Care for injured employee - provide 1st aid or call for medical evaluation as shown above
2. Fill out Safety Incident/Accident Report (SIAR) and email/fax to contacts on form within 24 hours
3. SIAR form and Workers' Compensation information can be found at: [safety.uoregon.edu/injury-reporting-and-workers-compensation](http://safety.uoregon.edu/injury-reporting-and-workers-compensation)
4. For additional support, contact Risk Management: 541-346-8316

# HOW TO FILE A WORKERS' COMPENSATION CLAIM

- Workplace injury occurs
  - Employee has received medical treatment or intends to
  - Employee has an option to file a WC claim
  - Employee & supervisor complete an 801 form **within 24 hours**
  - Employee signature on 801 form begins WC claim process
  - Fax completed 801 form to Risk Management
  - Do not email 801 form if SS# is provided
-



For SAIF Customer Use

Area \_\_\_\_\_  
 Dept. \_\_\_\_\_  
 Shift \_\_\_\_\_ CC \_\_\_\_\_

CLAIM NO. \_\_\_\_\_  
 SUBJECT DATE \_\_\_\_\_  
 CLASS \_\_\_\_\_  
 DEFAULT DATE \_\_\_\_\_  
 EMPLOYER'S ACCOUNT NO. \_\_\_\_\_

TO: UO RISK MANAGEMENT  
 FAX: 541.346.7008

# Report of Job Injury or Illness

Workers' compensation claim

## Worker

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. **If you do not intend to file a workers' compensation claim with SAIF Corporation, do not sign the signature line.** Your employer will give you a copy.

1. Date of injury or illness: _____	2. Date you left work: _____	3. Time you began work on day of injury: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	4. Regularly scheduled days off <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	<b>DEPT USE:</b> Emp Ins Occ Nat Part Ev Src 2src
5. Time of injury or illness: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	6. Time you left work: _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	7. Shift on day of injury: _____ (from) _____ a.m. _____ p.m. (to) _____ a.m. _____ p.m.		
8. What is your illness or injury? What part of the body? Which side? (Example: sprained right foot) <input type="checkbox"/> Left <input type="checkbox"/> Right			9. Check here if you have more than one job: <input type="checkbox"/>	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: Fell 10 feet when climbing an extension ladder carrying a 40-pound box of roofing materials)				

*Information ABOVE this line: date of death, if death occurred; and Oregon OSHA case log number must be released to an authorized worker representative upon request.*

11. Your legal name: _____	12. Worker's language preference other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify): _____	13. Birthdate: _____	14. Gender: <input type="checkbox"/> M <input type="checkbox"/> F
15. Your mailing address, city, state and zip: _____			16. Home phone: _____
17. Social Security no. (see back*): _____	18. Occupation: _____	19. Work phone: _____	
20. Names of witnesses: _____			
21. Name and phone number of health insurance company: _____		22. Name and address of health care provider who treated you for the injury or illness you are now reporting: _____	
23. Have you previously injured this body part? <input type="checkbox"/> Yes <input type="checkbox"/> No			
24. Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No			
25. Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No			
26. By my signature, I am making a claim for worker's compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers and other custodians of claim records to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law requires separate authorization.			
27. Worker signature: _____	28. Completed by (please print): _____	29. Date: _____	

Employer

# HOW TO ACCESS INJURY FORMS

**UOREGON.EDU/**

ucsc.edu/health/... | Search

Visited | Directory - U of O | Secure site login | Smartsheet.com | Pandora Internet Radi... | Academic Calendar 20... | 2017 Calendar

UNIVERSITY OF OREGON

APPLY VISIT GIVE GET INFO **INJURY** 🔍

Students Parents Faculty/Staff Alumni

Academics

Research

Admissions & Financial Aid

Duck Life

About

## Search

About 18,600 results (0.33 seconds)

Sort by: **Relevance** ▾

### [Injury Reporting and Workers' Compensation | Safety and Risk ...](#)

Employees are covered by workers' compensation insurance when they suffer a compensable **injury**/disease in the course and scope of employment.

<https://safety.uoregon.edu/injury-reporting-and-workers-compensation>



### [Preventing Injuries](#)

Put the two together and you have the potential for severe **injury**. Direct physical trauma can result from falling, the unpredictable nature of eroding rock, and ...

[opp.uoregon.edu/climbing/topics/injuries.html](http://opp.uoregon.edu/climbing/topics/injuries.html)

### [Effects of Illness and Injury on Foraging Among the Yora and Shiwiar](#)

File Format: PDF/Adobe Acrobat

Effects of Illness and **Injury** on Foraging Among the Yora and Shiwiar: Pathology Risk as ... mechanisms dedicated to the problems of **injury** and illness.

[darkwing.uoregon.edu/~Sugiyama%20Effects%20of%20Injury%20and%20Illness%20on%2...](http://darkwing.uoregon.edu/~Sugiyama%20Effects%20of%20Injury%20and%20Illness%20on%2...)



# WEBSITE RESULTS

## **Injury Reporting and WC Contacts**

- Risk Management

Trish Lijana, Workers' Compensation, 541-346-2907, [trish@uoregon.edu](mailto:trish@uoregon.edu)

Office of Risk Management, 541-346-8316, [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu)

### **[Safety Incident or Accident Report \(SIAR\)](#)**

### **[Workers' Compensation Claim Form \(ENGLISH 801\)](#) [\(SPANISH 801\)](#)**

### **[Employee Status Report \(ESR\)](#)**

The employee takes this form to doctor appointments for the physician to complete every 30 days.

### **[Occupational Medicine Clinics](#)**

These locations are some of the available options for treatment of an occupational injury.

### **[Options for Medical Transport](#)**

Download and use this chart as a guide when determining what level of medical treatment is required following a workplace injury.

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# INJURY REPORTING RESOURCES

For injury and workers' compensation forms:

- Access [uoregon.edu/](http://uoregon.edu/) and search for "*injury*"
  - Primary Contact: Trish Lijana, 346-2907  
*trish@uoregon.edu*
  - Backup Contact: Risk Management, 346-8316  
*riskmanagement@uoregon.edu*
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UNIVERSITY OF OREGON

Safety and Risk Services  
Environmental Health & Safety

# Supervisor Safety

Presented by:

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541-346-2962

More info: [safety.uoregon.edu](https://safety.uoregon.edu)



# Safety!

What it is...

Learned behavior

And what it isn't...

Common sense

Unsafe Acts vs. Unsafe Conditions

What causes most injuries?

Difficult to manage

Human behavior

88-96% human error

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# Ladder Safety



Ladder



Not a Ladder

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# Common Injuries- Office

- **Material handling**
  - Cases of paper
  - Computers/ monitors
  - Deliveries
- **Slip/Trip/Falls**
  - Don't be a distracted walker
  - Face the direction of travel
  - Contain cords
  - Handrails on stairs!!



# Common Injuries- Office

- Office tools
  - Paper cutter
  - Box knife
- Awkward body positioning
  - Computer work
  - Material handling
- Office setup
  - Moving furniture/filing cabinets
  - Shelving



# Report ALL Incidents

Regardless of severity  
As soon as practical

Care for injured employee first

Use online reporting system:

The screenshot displays the University of Oregon's Safety and Risk Services website. The header includes the university logo and navigation links for 'APPLY', 'VISIT', and 'GIVE'. The main navigation bar features 'Safety and Risk Services' and a search bar. A secondary navigation bar lists 'About', 'Services', 'Campus Safety', 'Training', 'Compliance Programs', and 'Report a Concern'. The 'Services' menu is expanded, listing various services such as Building Sciences, Business Continuity, Claims, Driver Certification, Ergonomics, Event Insurance for Tenants and Facility Users, Fire Drills, Fire Inspections, GIS and Mapping Technology, Hazardous Materials, Injury Reporting and Workers' Compensation, Job Hazard Assessment Tool, Laptop Registration, and Personal Emergency Dismissal. The main content area is titled 'Injury Reporting and Workers' Compensation' and includes a breadcrumb trail 'Home > Services'. The text explains that employees are covered by workers' compensation insurance and provides contact information for Risk Management, Payroll, and Human Resources. A section for 'Safety Incident or Accident Report (SIAR)' states that the form must be completed by the supervisor and employee for any work-related injury or disease.

UNIVERSITY OF OREGON

APPLY VISIT GIVE

Safety and Risk Services

About Services Campus Safety Training Compliance Programs Report a Concern

SERVICES

- Building Sciences
- Business Continuity
- Claims
- Driver Certification
- Ergonomics
- Event Insurance for Tenants and Facility Users
- Fire Drills
- Fire Inspections
- GIS and Mapping Technology
- Hazardous Materials
- Injury Reporting and Workers' Compensation**
- Job Hazard Assessment Tool
- Laptop Registration
- Personal Emergency Dismissal

[Home > Services](#)

## Injury Reporting and Workers' Compensation

Employees are covered by workers' compensation insurance when they suffer a compensable injury/disease in the course and scope of employment.

SAIF Corporation (SAIF) is the university's workers' compensation insurance carrier. SAIF will determine the compensability of all claims.

Workers' compensation coverage at the university does not extend to the general student population, visitors, temporary agency employees, volunteers, or faculty on a courtesy appointment. However, the Office of Risk Management must be notified of any injury to a temporary agency employee working for the university.

### Contacts

- Risk Management  
Trish Lijana, Workers' Compensation Program Manager, 541-346-2907, [trish@uoregon.edu](mailto:trish@uoregon.edu)  
Office of Risk Management, 541-346-8316, [riskmanagement@uoregon.edu](mailto:riskmanagement@uoregon.edu)
- Payroll - Eric Bever, 541-346-0839, [ebever@uoregon.edu](mailto:ebever@uoregon.edu)
- Human Resources (FMLA) - Kenny Ly, 541-346-2950, [kly@uoregon.edu](mailto:kly@uoregon.edu)

### [Safety Incident or Accident Report \(SIAR\)](#)

This form must be completed by the supervisor and employee any time an employee suffers a work-related injury or disease. A SIAR must be completed for any injured employee, including temporary workers, student



# Safety Support

Hazard Assessments  
Workplace Inspections  
Workplace Observations  
Ergonomic Assessments  
Technical Support  
Hazard identifications  
Clarifying expectations



# Safety Support - Training

## Value Added Training

Preventing S/T/F's  
Acceptable Risk  
Ergonomics  
Campus Driving

Office Safety  
Hand Injury Prevention  
Fighting Complacency  
Preventing Strain/Sprains  
Golf Cart/Utility Vehicle



# Safety Support

safety.uoregon.edu

Haily Griffith  
Occupational Safety Manager  
541-346-2962  
Hailyg@uoregon.edu

The screenshot shows the website for the University of Oregon's Safety and Risk Services. At the top left is the University of Oregon logo, and at the top right are links for 'APPLY', 'VISIT', and 'GIVE'. The main header is 'Safety and Risk Services' in yellow text on a green background, with a search bar to the right. Below the header is a navigation menu with the following items: 'About', 'Services', 'Campus Safety', 'Training', 'Compliance Programs', and 'Report a Concern'. The main content area features six image-based tiles with text overlays: 'SERVICES' (campus scene), 'TRAINING' (library), 'REPORT A CONCERN' (students), 'CAMPUS SAFETY' (student with map), 'RISK MANAGEMENT AND INSURANCE' (campus walkway), and 'ENVIRONMENTAL HEALTH & SAFETY' (lab setting).