

Work-related Injuries

The Supervisor's Responsibilities

Policies and Procedures

The following procedures are designed to assist the supervisor when a work-related injury or illness has occurred in the work place. Failure to follow these procedures may delay or jeopardize the employees' benefits and add unnecessary costs to the University. If you have any questions after reviewing these procedures, contact the Risk and Workers' Compensation Manager at ext. 4-4664.

When a Job Injury Occurs

1. If the injury requires emergency assistance, dial 911 from any campus phone. Next contact Environmental Health and Safety at ext. 4-6778.
2. If the injury requires medical attention, the employee must go to one of the Sharp Rees-Stealy, Occupational Health Services Facilities or to the WorkMed Industrial Care facility. See the Directory of Authorized Medical Providers.
3. If the employee is unable to drive, the supervisor or supervisor's designee should accompany the injured worker to an authorized medical provider for initial treatment.
4. Complete the "Supervisor's Report of Work Related Accident/Illness Form" and collect the "Employee's Claim for Workers' Compensation Benefits Form" from the injured party.
5. FAX these documents to the Workers' Compensation Office, ext. 4-2374. Deliver the originals to the Risk and Workers' Compensation Manager, within 24 hours of the incident. The Risk and Workers' Compensation Manager will forward copies to Octagon Risk Services, the university's claims administrator.
6. If the employee should lose time from work due to the incident, follow the required time-reporting procedures:
 - a. If the employee requires medical attention on the date of the injury, the employee is paid for a full day's work regardless of the number of hours worked.
 - b. Absences due to the industrial injury are only allowed with a doctor's note. Periodic doctor visits or physical therapy visits are deducted from the employee sick leave balance. The employee should make every effort to schedule these appointments around their work hours.
 - c. Notify the Risk and Workers' Compensation Manager when the employee begins to lose time due to the industrial injury.
 - d. Maintain contact with the employee on a weekly basis.
 - e. Notify the Risk and Workers' Compensation Manager if the employee returns to work. Insist that the employee provide a written release to return to work from the treating physician before they return to work. Forward copies of these documents to the Risk and Workers' Compensation Manager.
7. Upon advice of the treating physician, the employee's work duties may be restricted, i.e., lifting restrictions, restricted work hours, restricted movement, etc. while they recover from the injury or illness. Before the employee can return to work on modified duty, a meeting will be arranged with the supervisor, employee and Risk and Workers' Compensation Manager to review work restrictions and to determine the feasibility of modifications to their work duties.
8. The modified work should not be at a higher classification.
9. The Risk and Workers' Compensation Manager and supervisor will work together to ensure that the modified duties are consistent with the work restrictions.

10. The Risk and Workers' Compensation Manager will keep in contact with the treating physician to be in compliance with doctor's orders and to provide feedback on the employee's progress towards recovery.