Policy ID:	ADM-LEG-16 Minor Revision 7 Status: C
Title:	Employee Responsibilities
Description:	Employees are required to learn the proper use of safety devices and observe safety rules and practices.
Category:	Legal Services
Applies to:	Staff,Faculty,Student
Contact:	Legal Services
Purpose:	Employees must use safety devices and observe safety rules.
Policy Statement:	Employees are required to learn the proper use of safety devices and observe safety rules and practices. The employee's failure to use a safety device or observe safety rules may result in a 25% reduction in workers' compensation benefits and/or discipline. Employees must do the following: 1. Immediately report all job-related illnesses or injuries to the supervisor or department head. Failure to report an illness or injury and to complete the Official Injury Report within thirty days of the injury may result in denial of benefits under the Oklahoma Workers' Compensation Act; 2. When treatment is ongoing, maintain contact with Disability regarding claim status and scheduled physician's appointments and submit regular reports from physician to the disability supervisor, who will forward them to the Risk & Insurance Management Program; 3. Provide the Risk & Insurance Management Program with receipts for drugs, documentation of visits to a physician, and future medical appointments; and 4. Prepare written request for use of leave when unable to return to work as a result of a work-related illness or injury. Follow departmental procedures for reporting absences to ensure receipt of benefits.
Glossary of Terms:	
Legal Citation:	
Campus Links:	
FAQs:	
Formerly known as:	
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Effective date:	12/01/2005
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