Policy ID:	ADM-LEG-17 Minor Revision 8 Status: C
Title:	Reporting a Work-Related Injury or Illness
Description:	Responsibilities of reporting an injury or illness.
Category:	Environmental Health & Safety
Applies to:	Staff,Faculty,Student
Contact:	Environmental Health & Safety Police Services
Purpose:	It is the responsibility of the employee to report to his or her supervisor/designee, and the University Workers' Compensation Coordinator, any work-related injury or illness within 24 hours of incident.

Policy Statement: It is the employee's responsibility to ensure the injury is reported to their supervisor/Designee and the University Workers' Compensation Coordinator.

If you experience any injury or illness within the scope of your employment, you shall file a claim with the University Workers' Compensation Coordinator within 24 hours of the incident.

1. For life threatening injuries, limb threatening injuries, serious chemical exposures, or needle sticks, call University Police Services. They will initiate proper notifications and arrange for emergency transport to the approved emergency medical facility.
2. For non-serious injuries, the employee shall notify their Supervisor/Designee and the University Workers' Compensation Coordinator within 24 hours of incident.
3. All injuries are to be reported to the Supervisor/Designee and the Workers' Compensation Coordinator within 24 hours, even if the employee declines treatment.
4. The employee shall complete the Injured Employee's Report, Consent for Release of Protected Health Information, and Occupational Injury or Illness Report, and submit to the Workers' Compensation Coordinator within 24 hours after the time of incident. At this time the Workers' Compensation Coordinator will review with the employee his or her rights and responsibilities.
5. The Supervisor shall complete the Supervisor's Report, and submit to the Workers' Compensation Coordinator within 24 hours after being notified of the incident.
6. Any employee that witnesses the incident shall complete the Witness/Co-Workers Statement and submit to the Workers' Compensation Coordinator within 24 hours of the incident.
7. Forward any medical or physician's statements to the Workers' Compensation Coordinator.
8. The Workers' Compensation Coordinator shall determine if the injured employee wants or needs medical treatment.
    - If the employee requests or needs medical treatment, the Workers' Compensation Coordinator will authorize treatment with the approved medical facility.
    - If the injured employee declines medical treatment, the refusal will be documented in the Injured Employee's Report and the employee will be instructed to notify their Supervisor/Designee and the Workers' Compensation Coordinator if medical treatment is needed later.
    - The supervisor shall arrange transportation for the employee, if necessary.
9. Incident reports may be requested from the Workers' Compensation Coordinator or found on the UCO Workers' Compensation web site.

The following forms may be obtained from the Workers' Compensation Coordinator upon request.

- Injured Employees Report;
- Consent for Release of Protected Health Information, which is used to secure the injured employee's authorization for the University and Third Party Claims Administrator to receive medical information from the treating physician;

- Occupational Injury or Illness Report;
- Mandatory Medicare Reporting Requirement;
- Supervisors Report; and
- Witness Report

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

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