

University Enterprises, Inc. Policies and Procedures	Policy No. 915
Section:	Human Resources
Policy:	Work-Related Illness/Injury and Accident Reporting
Revised Date:	March 19, 2015

Work-Related Illness/Injury and Accident Reporting

I. PURPOSE

To protect the safety and health of all employees and to assure compliance with applicable federal and state laws.

II. SCOPE

This policy applies to all University Enterprises, Inc. (UEI) employees.

III. POLICY

All work-related illness and injuries must be immediately reported to the supervisor at the work site for prompt medical attention and documentation.

IV. PROCEDURE AND RESPONSIBILITIES

- A. Safety is everyone's responsibility. Employees are required to immediately report any unsafe conditions or circumstances to their supervisors.
- B. Employees must report all work-related injuries or illness immediately to the appropriate supervisor.
- C. For minor work-related illness or injury, the employee or supervisor should:
 1. provide first aid if necessary,
 2. contact UEI's Human Resources division,
 3. determine additional medical care services as needed, e.g. referral to the campus Student Health Center,
 4. provide the employee with an Employee's Claim for Workers Compensation Benefits and Accident Report forms. Forward completed documents to UEI's Human Resources division.
- D. For major work-related illness or injury, the employee or supervisor should:
 1. phone campus police ext. 86900 and request paramedic/ambulance assistance.
 2. the paramedic/ambulance staff make the decision regarding which medical facility to use. Supervisors need to find out where the ill/injured employee is being transported.
 3. if possible, the supervisor should accompany the employee to the medical facility.
 4. after the employee has been assisted, the supervisor contacts the UEI Human Resources division.
 5. if feasible, provide employee with paperwork listed above in Section C. 4., and have completed documents forwarded to UEI's Human Resources division.
- E. For employees working off campus, generally follow the above procedures listed in Section C. and Section D. for work-related illness or injury, and also follow any other procedures designated by the agency.

V. RELATED POLICIES

Policy No. 120 Workers Compensation