

Workers' Compensation Procedures and Acknowledgment Form

Applies to: staff, faculty and employee/work study

All workplace accidents **MUST BE REPORTED IMMEDIATELY** to your direct supervisor and the Department of Human Resources. Failure to do so could result in the incident not being recognized as work-related.

If you should sustain a work related injury/illness, please follow the procedures indicated below. **In the event of a serious injury/illness, initial medical treatment should be obtained from the most convenient and appropriate medical provider available.**

PROCEDURES FOR INJURED WORKERS

STEP 1 Notify your direct supervisor and the Department of Human Resources IMMEDIATELY.

If the Human Resources Department is closed, please proceed to the next steps and notify Human Resources when the office opens.

STEP 2 Complete a First Report of Injury form and submit to the Human Resources Department within 48 hours of the injury.

STEP 3 If medical attention is needed, select a designated medical provider and complete the Designated Medical Provider form. Return the form to the Human Resources Department.

Please note that you must only visit a provider that is included on the designated list (unless there is an emergency). Failure to do so may result in your visit not being covered by workers' compensation insurance.

FOR EMERGENCIES

IF YOUR INJURY IS SERIOUS – Call 911 or go to the nearest Emergency Room

I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE TERMS STATED ABOVE:

<i>Employee Name (print)</i>	<i>Employee Signature</i>	<i>Date</i>