

3357:13-16-83: Policy on Work Related Injuries

Purpose:

It is the objective of the College to promote and safeguard the health of all employees by maintaining a safe and healthy work environment, complying with workers' compensation laws and providing workers' compensation benefits to employees injured in the course and scope of their employment, and assisting employees to return to work in a full or modified capacity as soon as possible.

Employee Responsibilities:

- A. All accidents and/or injuries, including those that do not require medical treatment or care, must be reported immediately to the employee's supervisor or Human Resources. After assessing the details of the injury, accident, or exposure, the supervisor, in conjunction with Human Resources, shall assist the employee in determining the appropriate course of action.
- B. The injured employee's supervisor shall process an "Injury on the Job Claim Procedures" report that includes the "Employee's Report of Incident and Injury", the "Supervisor's Investigation Report", and the "Statement of Witness to Accident". The report shall be sent to the Human Resources Department within 24 hours of the initial report to the supervisor.
- C. An employee with a work injury must follow any and all instructions of the authorized treating physician. This compliance includes prescription use, therapy, following activity restriction and returning for follow-up visits. Compliance with medical instructions is crucial.
- D. The Human Resources Department will prepare and process the information as required by workers' compensation laws.

Medical Treatment:

- A. If the injury is life threatening, call 911 for emergency medical treatment.
- B. For non-emergency injuries, contact Human Resources for available occupational medicine resources.

Returning to Work:

- A. Employees returning to work following an absence due to work related accident and/or injury or disease must have medical clearance from their doctor.
- B. The College will accommodate transitional/modified work to the extent possible. In the event that an employee has limited work duty restriction as a result of a work related

injury, the employee is responsible to present the physician order for limited duty restrictions to Human Resources. The employee's supervisor, along with Human Resources, shall assess the limited duty restriction to determine the feasibility to accommodate the request. If the limited duty restriction is not able to be accommodated, the supervisor, along with Human Resources, will consider if other appropriate positions are available to accommodate the restriction.

- C. An employee who fails to return to work after receiving a release from his/her authorized treating physician will be considered absent without authorization. The College considers this to be a voluntary resignation.
- D. An employee who submits a fraudulent workers' compensation claim and/or misrepresents facts may be subject to discipline, up to and including discharge.
- E. Time off for work related injury will be considered Family and Medical Leave.

Effective: November 26, 2019

Next Review: November 1, 2024

Review Dates: 11/26/19