



# **Workplace Injury/Incident**

## **Procedure for UIW / SACHS Injured or Ill Employee's (Including Student Employee's)**

### **Workers' Compensation Insurance:**

Workers' Compensation Insurance is a type of insurance specifically designed to provide medical benefits and, in some cases, temporary income benefits to eligible employees who suffer injuries or occupational diseases in the course and scope of employment.

In instances of injury or illness arising out of or in the course of employment, the employee is entitled to all medical aid, hospital services, and medication reasonably required at the time of injury and anytime thereafter to cure and relieve the effects naturally resulting from the injury.

In some instances, financial benefits will be available to offset a temporary loss of wage earning capacity and/or to compensate for permanent impairment due to the injury.

Workers' Compensation Insurance is not health insurance, nor does it provide compensation for damage to or loss of personal property.

### **Medical Services Providers:**

Employees have the right to choose a medical provider for treatment; however, the medical provider must accept Texas Workers Comp insurance. The University has an established relationship with [Texas MedClinic](#) and [NOVA Occupational Clinic](#) that can provide immediate care for the employees where a pre-approved billing relationship with our Workers Comp Carrier exists. On-the-job injury claims must be filed on Workers' Comp insurance. On-the-job injuries may not be filed on the employee's health insurance.

### **Transportation of Injured Employee:**

No employee shall transport another injured employee to receive medical care.

However, in the rare situation where the injured employee is unable to drive themselves for medical care due to their injury, NOVA will pick up the employee and take them to the Clinic.

### **Injured Employee:**

In the event of an occupational injury or occupational illness, all UIW/SACHS employees are covered by Workers' Compensation Insurance. Therefore, if employee is injured on the job or the employee feels that they have an illness caused by their work, **STOP WORKING** and report the condition to direct supervisor, immediately.

Failure to report such an injury or illness promptly may disqualify employee from receiving benefits. Every injury regardless of its severity must be reported by the employee to his/her supervisor. Employee must fill out an "Employee Report of Injury/Incident" form found on the Human Resources website at <http://www.uiw.edu/hr/forms.html> and submit to direct supervisor and the Human Resources Department.

If employee received medical treatment, the employee must provide a Work Status Report provided by the doctor to Human Resources.

**Supervisor:**

If the incident is an emergency, call 911 immediately and then call Campus Police at 829-6030. Once on the scene, Campus Police will assess the situation and provide basic first-aid if appropriate, until EMS arrives. Campus Police will assist in expediting EMS to the specific location. Campus Police may contact UIW Health Services to assist with first aid pending the 911 response.

If the incident is not an emergency, provide basic first aid or refer the employee to the Health Services located at the first floor parking garage behind the nursing building, where additional first aid may be rendered.

Supervisors must fill out the “Workplace Injury/Incident Report” form found on the Human Resources website at <http://www.uiw.edu/hr/forms.html>. This form must be submitted to Human Resources Department by the next working day after the accident. **NOTE: Filling out a police report is not the same as the “Workplace Injury/Incident Report” form.**

Once the employee has received basic first aid please instruct the employee to complete the “Employee Report of Injury/Incident” form.

Any time an employee is injured the supervisor must contact Human Resources and the Environmental Health, Safety, & Risk Management Department, immediately. Additionally, the “Workplace Injury/Incident Report” form and the “Employee Report of Injury/Incident” form must be submitted to the Human Resources Department by the next working day after the accident.

***The Policy can be found in Employee Handbook, Section 5.9.***