

## Information for Injured Employees

All employees have a primary responsibility for the safety and well-being of the campus community. Despite all efforts to promote safety, accidents do occur. When they involve personal injury to an employee, specific procedures must be followed to ensure prompt treatment as needed for the injured employee and effective follow-up to the event. The cause(s) of an accident must be investigated and steps taken to prevent reoccurrence.

On-the-job injuries are governed by the State of Oklahoma Workers' Compensation Act. An employee injured on the job to any extent should report immediately to his/her supervisor. In the absence of the supervisor, the injured employee should report to the department designee. After hours accidents can be reported to SWOSU Campus Police.

Employees may contact the Office of Human Resources for information concerning their rights and obligations. In order to receive workers' compensation payment, an injured employee must be required to be off work by the physician/provider of record, have a compensable claim and be unable to work for more than three calendar days.

An injured worker has an obligation to assist in personal recovery from a work-related injury or illness. To help make this happen, the worker should:

- Keep in touch with the Worker's Compensation Coordinator including providing all medical documentation and return to work notes;
- Keep all appointments with physician/provider of record and maintain contact with assigned third-party adjustor;
- Follow all physician/provider of record instructions and treatment plan;
- Cooperate with those who are helping in the return to work process; and
- Contact the respective department supervisor and the Worker's Compensation Coordinator *immediately* when notified of release to return to work.

If an employee misses more than three calendar days of work because of a medically documented on-the-job injury, he/she has the option of using accrued leave to add to the workers' compensation benefits but must authorize the use of the leave to cover the assigned waiting period and any other time missed due to injury. Questions about this should be directed to the Human Resource Specialist at 580-774-3071.

If the employee was required to miss work by the physician/provider of record, they must submit a medically documented "Return to Work" notice from the physician/provider of record in order to resume work. The notice should include a section for restrictions and limitations imposed by the physician/provider of record. In some cases, employees may be

required to complete additional training as a condition of return to work. It is the employee's responsibility to keep his/her supervisor and the Worker's Compensation Coordinator informed of progress and anticipated date of return to work. Limited or light duty options are determined by departmental supervisors and the AVP of Human Resources and will be made on a case-by-case basis.

The goal of Workers' Compensation is to achieve a level of recovery that will allow the injured employee to return to work as quickly as possible. Questions concerning Workers' Compensation should be directed to the Worker's Compensation Coordinator, 580-774-3108, or Office of Human Resources, 580-774-3275