

LAKE SUPERIOR STATE UNIVERSITY PROCEDURES MANUAL

Administrative Policy

Section: Employee/Labor Relations

Section Number: 4.2.1

Subject: Accidents/Injuries: Accident and Injury Reporting
Workers Compensation

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Date of Present Issue:

11/23

Date of Previous Issues:

05/67, 11/81, 03/87, 10/94, 02/19

POLICY:

Lake Superior State University will provide employee benefits to employees in accordance with the Michigan Occupational Safety and Health Act in which the employee would be entitled due to an accidental injury sustained by the worker arising out of and in the course of their employment which require medical services or resulted in disability or death.

All accidents and incidents occurring on campus involving students, employees, or visitors must be reported. An employee or student employee shall report any work-related injury, no matter how slight, to his or her **supervisor, Human Resources 906-635-2213 or Public Safety 906-635-2100** immediately. It is the responsibility of the employee to report any work-related injury or illness that is a direct result of work performed, whether requiring treatment or not. If the supervisor is not available, the security officer on duty should immediately initiate the report (if employee incapacitated). In preparing the report, the facts should be clearly stated as the information provided may require immediate safety action and help other departments in preventing similar accidents.

All incidents, and all accidents/injuries involving non-employees (visitor, student), must be reported within 24 hours to the Safety & Risk Specialist.

PROCEDURE:

If an employee is seriously injured, **call 911** and obtain professional medical assistance immediately. If there is ever any doubt to the seriousness of an injury, always err on the side of caution and call 911. If an injured person requests that 911 be called, do so without hesitation.

1. Render first aid as required.
2. An employee shall report any work-related injury, no matter how slight, to his or her supervisor, Safety and Risk Specialist or designee Human Resources 906-635-2213 or Public Safety 906-635-2100 immediately. An employee First Report of Injury/Incident form will be utilized for reporting purposes. This form is distributed to all departments and is available at <https://www.lssu.edu/human-resources/employee-forms/>. A supervisor receiving a report or notice of an injury from the employee shall promptly assist employee

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with completion of Incident Report and report the claim to the Safety and Risk Specialist or designee. An injury may be reported by a supervisor on behalf of the employee.

3. If the employee does not report the injury by end of shift to their supervisor per policy, disciplinary action may occur.
4. Injured employees must contact TeleCompCare at 866-323-4227 to report to the injury, medical evaluation and possibly referral to a Health Care Provider. Health Care Providers must be informed if the incident is work-related at the time of the medical registration.
5. All original documentation (return to work slip, progress notes) given to the employee must be returned to the Safety and Risk Specialist or designee by the next business day.
6. The Safety and Risk Specialist or designee will verify the claim has been submitted to the Administrator/Insurance carrier within (24/next business day) hours of receipt of the report or notice of injury. These medical forms provide timely information regarding employee compensation, injury information status, and MIOSHA recording requirements. Claims may be denied due to insufficient information and delayed injury notification.
7. The Safety and Risk Specialist or designee establishes and maintains an accident report file and log in accordance with MIOSHA requirements for all work injuries.
8. Employees who are off work due to an employee workplace injury or serious health condition must apply for Family Medical Leave for any time not worked. Refer to policy 4.1.5 Family Medical Leave and contact Human Resources for assistance.
9. Employees must follow all health care provider documented restrictions and follow up appointments. Employees must submit documentation to the Safety and Risk Specialist or designee after each follow up appointment.
10. The Safety and Risk Specialist or designee may assign accommodated work based on the job description duties for employees returning from their medical evaluation with a documented need for accommodation on the LSSU Fit for Duty Certification form.
11. Prior to returning to regular work the employee must provide the Safety and Risk Specialist or designee with the health care provider's documentation of return to work with full capabilities or a listing of specific capabilities based on the LSSU Fit for Duty Certification form.
12. In the event Rehab Services are ordered by your provider and approved by LSSU's Workers Compensation Insurance carrier, you will receive regular pay for the time of each appointment up to 6 weeks. This appointment time pay shall not be used in calculating overtime. In the event Rehab Services are extended beyond 6 weeks, by your provider the employee will be required to use sick or vacation time.
13. The Safety and Risk Specialist or designee tabulates and posts annual summary of MIOSHA Accident report, as required by law.
14. The Safety and Risk Specialist or designee uses information from all incident reports (employee, students & visitors) and logs to evaluate and correct Risk & Safety concerns.