

Injuries and Accidents Policy and Procedures

Summary

Plant Operations follows policy guidelines and procedures to investigate claims of injury and accident, to ensure safe work environment, and to take corrective action if applicable.

Purpose

The purpose of this document is to describe the policy guidelines and procedures to investigate claims of injury and accident, to ensure safe work environment, and to take corrective action if applicable.

Policy

Employee to notify the Supervisor and Safety Officer immediately and then the Supervisor or the Employee to notify Human Resources. An Incident Report should be filled out within twenty-four (24) hours of any accident. It should be submitted to the Human Resources Office. If the injured employee is not available for their input, the form can be completed by Supervisor or Human Resources Representative.

Procedures

Assess Treatment Needs:

No medical treatment required

1. Incident report sent to Human Resources to be kept on file there
 2. If employee decides later to seek treatment, refer them to Human Resources
- Medical treatment required (Non-life-threatening injury)

1. Injured employee to work with Human Resources and Amerisys to select authorized treating physician
2. After Physician visit, employee is required to report to both Human Resources and Supervisor to provide release from physician to return to work

Medical treatment required (Life-threatening injury)

1. Call 911
2. Employee transported by ambulance. Follow up with Human Resources next business hours if after hours

General Supervisor Information:

1. Employee is paid on date of injury as regular work when treatment is required. If employee is not released to return to work immediately – Sick/Vacation time may be used for first seven (7) days of lost work. After seven (7) days, employee may choose to use Sick/Vacation or Workers' Compensation Lost Wages (66.33%) (see Workers' Compensation).
2. Lost wage option forms are completed in Human Resources by employee and processed through the Department of Administrative Services (DOAS).
3. If employee is released with restrictions, Human Resources will work with employee and Supervisor to ensure work restrictions are properly applied.
4. Human Resources will work with employee for continued treatment, if necessary.
5. Please indicate on injured worker's timesheet/leave sheet all time taken/lost due to Workers' Compensation claims.

Workers' Compensation:

The Georgia Workers' Compensation Act covers all employees of Columbus State University. This Act provides protection for the employee in the event of injury or death while performing services for CSU. If an accident occurs, whether or not medical treatment is required, an employee must report the accident immediately to their Supervisor. If medical treatment is required for non-emergencies case, please contact Human Resources. If injury is life-threatening OR if an injury occurred after normal office hours, medical care may be received at the nearest Emergency Room. There is a seven (7) day waiting period before Workers' Compensation will pay for lost time benefits. Any available sick or vacation time may be used during this time. If the injured worker is out for twenty-one (21) consecutive days following the injury, Workers' Compensation will reimburse for the first seven (7) days missed at the rate of 66.33% of the employee's average earnings up to a maximum benefit.

All injuries/accidents reported to the Supervisor are forwarded to the Workers' Compensation representative in the Human Resources office within twenty-four (24) hours.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations