

ADVISORY 12.2: WORK-RELATED INJURIES AND ILLNESSES

POLICY

This policy covers all University employees, and other individuals as defined by Ohio Law. This procedure outlines the steps to:

- a. Receive prompt medical treatment of work-related injuries and illnesses.
- b. Report incidences of work-related injuries and illnesses.
- c. Report time off from work due to work-related injuries and illnesses, and to promote the efficient return to work.
- d. File Workers' Compensation claims.
- e. Provide a means for identifying the corrective measures that will prevent future occurrences.

PROCEDURES

A. Medical Treatment

1. If medical treatment is necessary for work-related injuries or illnesses, the employee should obtain treatment at the following locations:

University Health Services (UHS)
East Campus Site
Holmes Hospital, 4th floor
Phone: 584-4457
Monday, Tuesday, Thursday, Friday 8:00 am to 4:00 pm
Wednesday 10:00 am to 4:00 pm

All Other Times and Holidays
University Hospital, Inc.
Center for Emergency Care
234 Goodman Avenue
Phone: 584-5700

2. If timely medical treatment cannot be obtained at the sites listed above due to work location, the employee should contact the nearest medical facility or his/her private physician's office. Examples where this procedure might apply include employees working at Blue Ash College, Clermont College, Georgetown, or those traveling outside the Cincinnati area.
3. To ensure proper processing of Workers' Compensation claims, an employee must tell the provider or medical facility that the medical treatment is for an occupational injury or illness. The injured employee must file a BWC claim for payment of charges when medical treatment is obtained from a provider other than University Health Services.
4. Before obtaining further medical services, the employee must coordinate follow-up treatment with University Human Resources by calling 556-6381.

B. Incident Reporting

1. **An employee who has an occupational/work-related injury or illness must report the incident to his or her supervisor as soon as possible, but not later than 24 hours after the occurrence.**
2. The employee's supervisor must notify University Human Resources at 556-6381 whenever a work-related injury or illness occurs.
3. The employee and the supervisor must complete the University of Cincinnati Initial Report on Work-related Injury or Illness [Form # A-1352(a)] regardless of the extent of injury or illness. The supervisor should process this form according to the instructions printed on the form.

Forms can be obtained from:

- a. the Departmental Business Office
- b. Environmental Health and Safety Web Page (<https://ehs.uc.edu>)
- c. Environmental Health and Safety (556-4968)

C. Reporting Time Off From Work and Returning to Work

1. The employee must call his or her supervisor on each day of absence until a provider's certification of time off from work due to the work-related injury or illness is received by the supervisor.
2. If the employee misses more than one full day of work due to a work-related injury or illness, the following steps must be completed before the employee resumes normal or altered job duties:
 - a. The employee must contact the supervisor at least one full working day before the scheduled return to work date.
 - b. The supervisor or departmental designee upon receipt of notification shall then schedule a return-to-work evaluation at University Health Services (Holmes Hospital 584-4457). This evaluation will be scheduled for the day the employee is to return to work.
 - c. The employee must present a return-to-work certification prepared by his or her provider at the time the employee receives the return to work evaluation at University Health Services.
 - d. Following the return-to-work evaluation, the employee must submit the University Health Services Return to Work Form to his/her supervisor. The employee cannot return to work without a release from UHS.

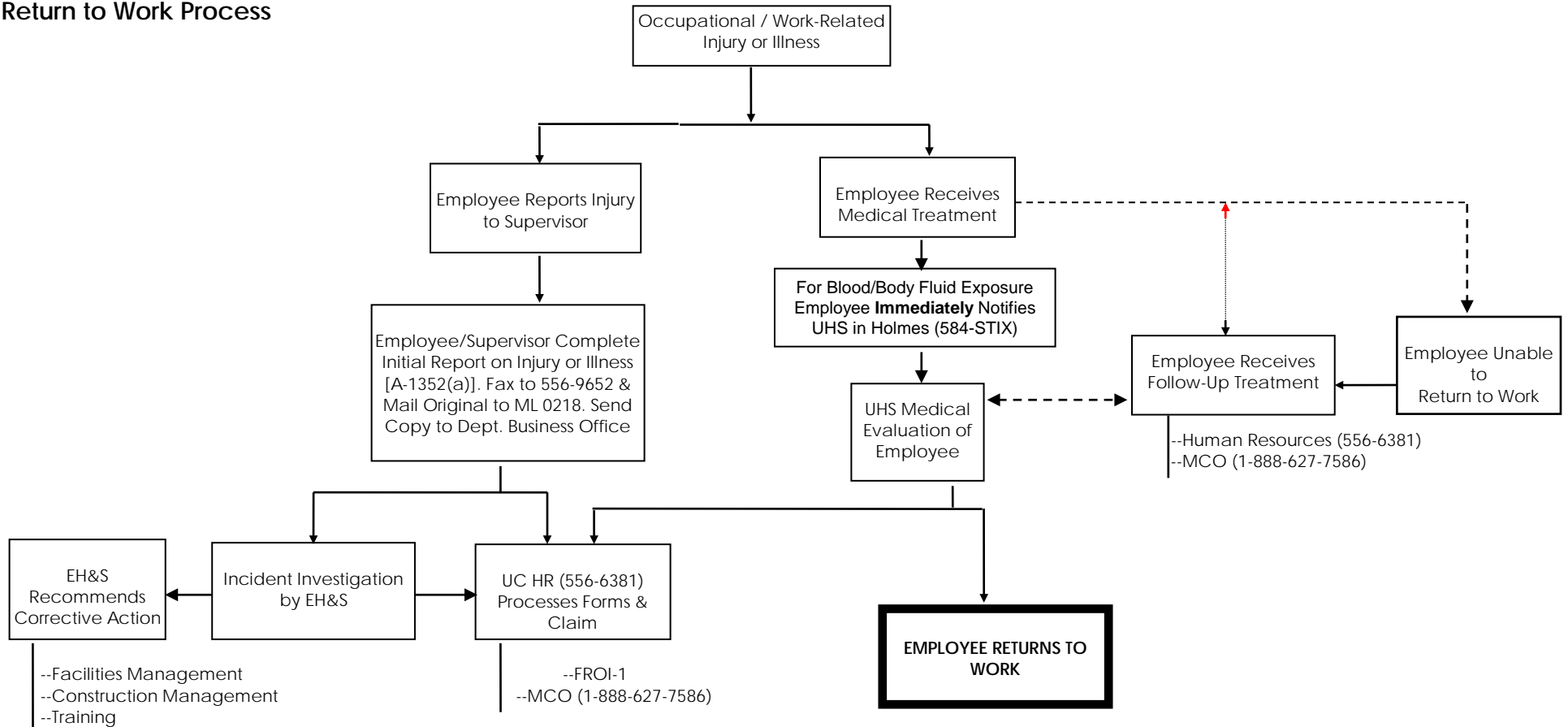
D. Filing Workers' Compensation Claims

1. The employee must coordinate both medical and lost-time compensation for work-related injuries and illnesses through the University Benefits Department. It is the responsibility of the employee to contact University Human Resources at 556-6381 to file a claim, to request claim forms (if needed), or to obtain additional assistance. To avoid delay in receiving services and processing of the claim, the University of Cincinnati Initial Report on Work-related Injury or Illness must be submitted to University Benefits by the next work day following the injury.
2. To apply for medical care and/or lost-time compensation, the employee must have the provider complete a BWC First Report of an Injury, Occupational Disease or Death (FROI-1) form, and submit that form to University Benefits (ML 0099) for processing. The Bureau of Workers' Compensation (BWC) determines whether the employee is eligible for compensation and payment for medical care and lost-time wages.
3. Until and/or unless the BWC and the University's Managed Care Organization (MCO) authorize treatment, the employee may be responsible for medical charges.
4. For authorized claims, there is a waiting period of seven work days before the BWC will consider compensation for lost wages. Various options for continuing income for lost time due to a workers' compensation claim are available. Contact University Human Resources (556-6381) for details.
 - a. If the employee chooses to use sick time for the absence, the BWC will not reimburse the employee for the sick time used. An employee cannot use sick time and receive compensation from the BWC for the same days of absence.
 - b. If the employee chooses to use vacation, compensatory time, or leave without pay for the absence, the employee may be compensated through the BWC if the employee meets the eligibility requirements. Vacation time may not be accessed unless/until long term sick time accruals are exhausted.
 - c. Sick time, vacation time, and/or compensatory time used for a work-related injury or illness will not be restored to the University leave bank at a later date.

E. Accident Assessment

1. All work-related injuries and illnesses will be investigated to verify the occurrence, to identify corrective actions, and to determine whether the injuries and illnesses are recordable under Occupational Safety and Health Administration (OSHA) recordkeeping criteria.
2. Investigations may include site visits, interviewing witnesses to the incident, questioning supervisors, and interviewing providers of emergency medical treatment.
3. Logs of work-related injuries and illnesses will be maintained by Environmental Health and Safety according to OSHA guidelines. OSHA recordable injuries and illnesses include:
 - a. All occupational deaths.
 - b. All occupational illnesses.
 - c. Occupational injuries that involve one or more of the following: loss of consciousness, restrictions of work or motion, transfer to another job, or medical treatment (other than first aid).

University of Cincinnati
Occupational/Work-Related Injury/Illness
Return to Work Process



- Legend:**
 UC HR UC Human Resources (556-6381)
 EH&S Environmental Health and Safety (556-4968)
 FROI-1 First Report of an Injury, Occupational Disease or Death
 MCO Managed Care Organization (1-888-627-7586)
 UHS University Health Services (Holmes Hospital 584-4457)