A 1.4 WORKERS' COMPENSATION INSURANCE

All University employees are covered by Workers' Compensation Insurance. Injuries which are in the course of the performance of compensable work for the University are covered under this program. Workers' compensation covers all employees. There is no enrollment required, and the cost of the premium is paid entirely by the University. (Below are instructions in case of injury and see policy A2 for sick leave provisions)

A 1.4.1 ACCIDENTS AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. ECU strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues.

All employees will be provided care, first-aid, and emergency service, as required, for injuries or illnesses while on East Central University's premises. Employees should contact their supervisor, the nearest supervisor, and/or 911 in the event of an accident or emergency.

If an employee is injured on the job, ECU provides coverage and protection in accordance with the Workers' Compensation Law. When an injury is sustained while at work it must be reported immediately to the employee's supervisor, who in turn will notify the Employment Services Office and the Benefits Coordinator of the incident for completion of applicable paperwork.

All accidents, regardless of severity, should be reported to the employee's supervisor immediately.

A 1.4.2 EMPLOYEE INJURY POLICY/PROCEDURE

It is the goal of East Central University to provide and maintain a safe and healthy work environment for employees. In the event of an employee injury, the following practices will help guide an employee based on the circumstances of his/her injury. There are two ways an injury report will be filed:

<u>Risk Management</u>

If an individual incurs an injury on University property and is not involved in compensable work for the University, a claim should be filed with the State of Oklahoma. The State Governmental Tort Claims Act provides coverage for those individuals who are on state property but not performing compensable work and are injured on state property. Claims to State Risk Management may be denied if the University was not negligent. Information is available in the Employment Services Office.

Workers' Compensation

If an employee incurs an injury during the course of the performance of compensable work for the University, appropriate Workers' Compensation Claim forms must be filed through the Benefits Coordinator.

All East Central University employees are provided coverage under Workers' Compensation Insurance. Employees injured on the job to any extent should report immediately to his/her supervisor. **The supervisor is to immediately call the Benefits Coordinator Office to receive instructions and required forms.**

In cases of life-threatening injuries, the employee should be transported by ambulance to the nearest available emergency health care treatment center.

In cases of injuries incurred after 5:00 p.m., contact East Central University Police Department, (580)332-3875 or Ext. 555, who will, in turn, assess the situation and respond accordingly. This may include calling the ambulance service, fire department rescue unit, etc.