

# On-the-Job Injury Paperwork Process

NSU covers all Employees under Oklahoma Workers' Compensation Law

1

Employee has OJI

Employee notifies supervisor or designee.

2

Supervisor

OR

Designee

Supervisor or designee completes forms and immediately sends to HR. Escorts employee to local drug testing facility or trauma center.

3

Campus Police Ext. 2468

AND

Human Resources Ext. 2030

Human Resources completes appropriate documentation for State and forwards the form to the Dean or Director for notification, investigation and signature.

4

Dean or Director

Dean or director conducts investigation, completes form, signs and returns to HR.

5

Human Resources

Human Resources maintains files, serves as liaison with insurance/legal entities, and maintains records according to regulations.

University Police will complete a report for ALL injuries/accidents. Supervisors are responsible for contacting University Police immediately following the notification of an injury/accident. This report is used to complete Risk Management Injury/Accident Reports as required by the State.