



## Information for Injured Employee

All employees have a primary responsibility for the safety and well-being of the campus community. Despite all efforts to promote safety, accidents do occur. When they involve personal injury to an employee, specific procedures must be followed to ensure prompt treatment as needed for the injured employee and effective follow-up to the event. The cause(s) of an accident must be investigated and steps taken to prevent reoccurrence.

On-the-job injuries are governed by the State of Oklahoma Workers' Compensation Act. An employee injured on the job to any extent should report immediately to his/her supervisor. In the absence of the supervisor, the injured employee should report to the department designee.

Employees may contact the Human Resources Office for information concerning their rights and obligations. In order to receive workers' compensation payment, an injured employee must be put off work by the physician/provider of record, have a compensable claim and be unable to work for more than three calendar days.

An injured worker has an obligation to assist in personal recovery from a work-related injury or illness. To help make this happen, the worker should:

- Keep in touch with the University (Office of Human Resources and departmental supervision);
- Keep all appointments with assigned doctor(s) and maintain contact with CBR (Consolidated Benefit Resources, 1-800/826-0419);
- Follow all doctors' instructions and treatment plan;
- Cooperate with those who are helping in the return to work process; and
- Contact the respective department management and the Office of Human Resources immediately when notified of release to return to work.

If an employee misses work because of a medically documented on-the-job injury, he/she has the option of augmenting workers' compensation benefits

and must authorize the use of earned leave for the assigned waiting period and any other time missed due to injury. A Leave Election Form must be completed by the employee to advise the University regarding leave use.

The employee is to submit a medically documented "Return to Work" report in order to resume work. The form includes a section for restrictions and limitations imposed by the treating medical professional.

In some cases, employees may be required to attend safety training as a condition of return to work. It is the employee's responsibility to keep his/her supervisor and the Office of Human Resources informed of progress and anticipated date of return to work. Limited or light duty options are determined by departmental supervisors and may be made on a case-by-case basis.

The goal of Workers' Compensation is to achieve a level of recovery that will allow the injured employee to return to work as quickly as possible. Questions concerning Workers' Compensation should be directed to the Office of Human Resources, 918/444-2230.

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