

3358:11-5-33 Workers compensation/report of injury policy.

- (A) ~~Purpose.~~ Ohio workers compensation law ~~Workers Compensation Law~~ covers employees of the college. Any covered employee who is ~~injured in the~~ sustains an injury or contracts an occupational disease or illness that arises or is a result of course of, or arising out of, his/her employment may file a claim with the college's manager of workers compensation, bureau of workers compensation. ~~Such a~~ A claim must be filed within two years from the date of injury.
- (B) Any covered employee who experiences a workplace injury or illness should ~~be aware of the following:~~
- (1) ~~If it is an emergency situation, employees should seek~~ Seek medical treatment at the closest health facility.
 - (2) ~~Employees must notify~~ Notify their supervisor, the department of public safety safety and security office, and the human resources office (manager of workers compensation) as soon as possible after the injury or illness occurs.
 - (3) Upon notification the ~~The~~ human resources office (manager of workers compensation) will send the employee a workers' compensation claim packet.
 - (4) ~~The employee will receive an identification card with their workers' compensation claim packet indicating that Crawford & Company is the college's managed care organization who will process any medical bills.~~
 - (5) ~~Crawford & Company will work with the employee, their health provider, the bureau of workers' compensation, and the college in monitoring the employee's medical treatment with a bureau of workers' compensation certified health provider and submitting the employee's first report of injury form to the bureau of workers' compensation.~~
- (B)(C) On-campus injuries. If an employee is injured on ~~either campus college~~ owned or controlled property while performing their assigned duties, the ~~safety and security office or the health services office~~ department of public safety should be notified immediately. Personnel for the department of public safety Safety and security and/or health services will assess the injury, and the employee will be asked to complete a "Report of Injury Form." This form will ~~be used to collect information about how the injury occurred, how to prevent reoccurrence, and medical action taken.~~ This information will also be used to determine if the injury is recordable on the OSHA Log 200 on file in the ~~human resources office.~~

~~(C)~~(D) Off-campus injuries. If the college employee is injured at an off-site location during working time, the security department of public safety must be notified within 24 hours ~~two working days~~ of the injury. ~~(Working day is defined as Monday through Friday, eight a.m. to five p.m.)~~ At that time, a report will be prepared and forwarded to the human resources office. Failure to report the injury within the stated time may result in delays when processing claims.

Effective: 11/08/2014

CERTIFIED ELECTRONICALLY

Certification

10/29/2014

Date

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