

3358:14-3-34 Employee incident and/or worker compensation reporting

(A) Policy statement: it is the policy of the college that when an employee has a work related incident occur it is reported within 24 hours to their supervisor. If the employee sustains an injury or occupational exposure; they will be advised to seek appropriate medical care by contacting the college switchboard/police department and reporting the incident to their supervisor and the human resources department. Any employee who is aware of an unsafe condition or work practice has an obligation to report it to their supervisor.

(B) Purpose of policy: this policy provides direction to the employee and their supervisor on how to assure that the employee with a work related injury or occupational exposure:

(1) receives proper medical care; and

(2) submits proper documentation that may initiate a workers' compensation claim, and provide information for accident investigation and safety hazard elimination, when appropriate.

Effective: 1/17/2020

CERTIFIED ELECTRONICALLY

Certification

01/03/2020

Date

Promulgated Under:	111.15
Statutory Authority:	3358
Rule Amplifies:	3358