



# UNIVERSITY OF CENTRAL OKLAHOMA

**Policy ID:** ADM-HUM-26 Minor Revision3

---

**Title:** Work Related Injury or Illness

**Description:** Procedures for a work related injury or illness

**Category:** Human Resources

**Applies to:** staff, faculty, student workers

**Contact:** [Environmental Health & Safety](#)

---

**Purpose:** Information on work related injury or illness and the Workers' Compensation Process.

---

**Policy Statement:** If an employee is injured in the scope of employment, regardless of how minor it may seem, the employee shall report the injury to his or her supervisor and to the Workers' Compensation Coordinator within 24 hours of the accident. The Workers' Compensation Coordinator will arrange any needed medical treatment, and will assist in completing required injury-reporting paperwork. The Workers' Compensation Coordinator may conduct investigations of work-related accidents and recommend methods to prevent them from occurring in the future.

If after hours and for life threatening injuries call Police Services (or proceed directly to the nearest emergency room as necessary, and contact Police Services as soon as possible thereafter). Police Services will initiate the proper notifications and arrange any needed emergency transport to an approved emergency medical facility.

Without first reporting the injury and seeking medical attention through the Workers' Compensation Coordinator or Police Services, an employee could have out-of-pocket expenses or experience treatment delays.

---

## Glossary of Terms:

---

### Legal

**Citation:**

**Campus**

**Links:**

**FAQs:**

**Formerly known as:** Workers' Compensation, ADM-LEG-14

---

**Approved on:** 02/11/2011

**Effective date:** 02/11/2011

**Keyword(s):** workers, compensation, injuries, injury

**Last review date:** 05/01/2015

**Date posted:** 02/21/2011

**Modified By:**

**Date** 05/01/2015

**Modified:**