 Facilities & Safety Human Resources Standard Operating Procedure Workers' Compensation	Effective Date: 06/05/2017	SOP Number: WC – FSHR – SOP 4.0
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	Approved By: Farrah Torres	

STANDARD OPERATING PROCEDURES:

To provide general guidelines for reporting and documenting a job-related injury or illness for all Facilities and Safety employees.

APPLICABILITY/ACCOUNTABILITY:

Applies to all departments in the Facilities and Safety domain of Administration and Finance (i.e., Associate Vice President’s Office, Environmental Health and Safety, Facilities Operations, Facilities Planning and Construction, Landscape and Natural Resources, Facilities and Safety Human Resources, Quality Management and Improvement, Resources Management, Sustainability Initiatives, and Utilities and Energy Services).

PROCEDURES:

Facilities and Safety employees sustaining a job-related injury or illness must report the incident for Workers’ Compensation purposes. All job-related incidents must be reported, whether or not the employee wishes to seek medical care. It is the employee’s responsibility to notify their supervisor immediately.

Supervisors should arrange for transportation of the injured employee to the nearest medical facility. For emergency assistance, Supervisors must call 911. In all other cases, the supervisor and the employee must:


Step 1: Complete Required Forms

- The First Report of Injury – New Claim Reporting Worksheet for AmeriSys
- The Accident-Incident Report (AIR)
- Gather witness statements (if applicable)

Step 2: Report the Incident

- Provider: AmeriSys 800-455-2079 (available 24/7)

Step 3: Notify Facilities and Safety HR within 24-hours of the incident. Provide Facilities and Safety HR with copies of the New Claim Reporting Worksheet for AmeriSys, and the Accident-Incident Report.

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Step 4: Treatment Status:

Not Seeking Treatment – “Report Only”


- No further follow up is necessary
- If employee requires treatment in the future, they must contact AmeriSys, and notify their Supervisor as soon as they receive their appointment date. The Supervisor must notify Facilities and Safety HR within 24-hours.

Seeking Treatment

- The AmeriSys Nurse Case Manager will authorize treatment and direct employee to a designated medical facility.
- Provide employee with a copy of their Position Description to take with them to their appointment.
- Employee should swipe out when leaving campus.
- Prior to the start of their shift, employee must provide Facilities and Safety HR with a copy of their treatment form (DWC-25) immediately following the appointment.
- Accommodations will be determined by Facilities and Safety HR, and the Department Manager or Department Head.

After Normal Business Hours:

- Prior to the start of their shift, employee must provide their Supervisor with a copy of the treatment form (DWC-25) immediately following the appointment.
- The Supervisor should review the restrictions (if any), and determine appropriate temporary accommodations (if any). Employee should be sent home, if there are no available accommodations. Facilities and Safety HR will be in contact with the employee.
- The Supervisor must inform the Facilities and Safety HR department via email immediately, provide a copy of the DWC-25, and advise of the employee’s accommodations (if applicable).
- Facilities and Safety HR will then work with the Department Manager or Department Head to determine final accommodations status.

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Step 5: Ongoing Treatment

- Prior to the start of their shift, employee must provide Facilities and Safety HR with a copy of their treatment form (DWC-25) immediately following the appointment.
- Accommodations will be determined by Facilities and Safety HR, and the Department Manager or Department Head.

After Normal Business Hours:

- Prior to the start of their shift, employee must provide their Supervisor with a copy of the treatment form (DWC-25) immediately following the appointment.
- The Supervisor should review the restrictions (if any), and determine appropriate temporary accommodations (if any). Employee should be sent home, if there are no available accommodations. Facilities and Safety HR will be in contact with the employee.
- The Supervisor must inform the Facilities and Safety HR department via email immediately, provide a copy of the DWC-25, and advise of the employee's accommodations (if applicable).
- Facilities and Safety HR will then work with the Department Manager or Department Head to determine final accommodations status.

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RELEATED LINKS:

Accident-Incident Report

http://www.ehs.ucf.edu/workplacesafety/Accident_Incident_Report.pdf

Workers' Compensation – New Claim Reporting Worksheet for AmeriSys

http://hr.ucf.edu/files/New_First_Report_Of_Injury_Form.pdf

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