

The background of the entire page is a dark, textured surface, possibly black or very dark grey, with a fine, vertical wood-grain-like pattern. Scattered across this background are numerous water droplets of various sizes. Some are large and prominent, showing clear highlights and reflections, while others are small and subtle. The droplets are concentrated more towards the top and bottom edges, leaving the central text area relatively clear.

**ROSE STATE COLLEGE
POLICIES AND PROCEDURES
FORTY-FIRST REVISION
CHAPTER II, SEC. 3-9. PAGE II-3-8**

WORKERS' COMPENSATION

THE COLLEGE IS PART OF A CONSORTIUM WHICH PROVIDES TREATMENT AND CARE FOR INJURIES OR ILLNESSES SUSTAINED AT WORK. PREMIUMS ARE DETERMINED EACH YEAR AND ARE BASED UPON THE COLLEGE'S ADHERENCE TO ITS OWN SAFETY POLICIES AND REPORTING PROCEDURES. PLEASE HELP US KEEP OUR RATES MANAGEABLE BY COMPLYING WITH THE FOLLOWING.

- (A) SAFETY INVESTIGATIONS AND REPORTS ARE CONDUCTED AND WRITTEN SOLELY TO PREVENT FUTURE MISHAPS. PRIVILEGED SAFETY INFORMATION RESULTING FROM A SAFETY INVESTIGATION WILL BE USED SOLELY FOR MISHAP PREVENTION AND SHALL NOT BE USED WHEN DETERMINING POSSIBLE DISCIPLINARY ACTION.

INFORMATION ABOUT THE INJURY OR ILLNESS ASSOCIATED WITH THE INCIDENT IS SHARED, AS REQUIRED, WITH OUR ADJUSTER AND THEIR MEDICAL PROVIDERS.

- **(B) MISHAP DEFINED.** A MISHAP IS AN UNPLANNED OCCURRENCE, OR SERIES OF OCCURRENCES, THAT RESULT IN DAMAGE OR INJURY AS DESCRIBED IN PARAGRAPH (B) (1).

(1) DAMAGE OR INJURY INCLUDES. DAMAGE TO ROSE STATE COLLEGE PROPERTY; OCCUPATIONAL ILLNESS TO ROSE STATE COLLEGE EMPLOYEES; INJURY TO ROSE STATE COLLEGE EMPLOYEES; DAMAGE TO PUBLIC OR PRIVATE PROPERTY; OR INJURY OR ILLNESS TO NON-ROSE STATE COLLEGE PERSONNEL CAUSED BY ROSE STATE COLLEGE OPERATIONS.

THIS IS FOR ANY MISHAP; REGARDLESS IF THE MISHAP INVOLVES STUDENTS OR EMPLOYEES; HOWEVER, ONLY EMPLOYEES CAN BE REFERRED FOR TREATMENT UNDER THE COLLEGE'S WORKER'S COMPENSATION POLICY. THIS DOES INCLUDE STUDENT-WORKERS. FOR STUDENTS, GUESTS, ETC., INJURIES MAY BE COMPENSABLE UNDER THE COLLEGE'S GENERAL LIABILITY POLICY AND ARE REPORTED IN THE SAME MANNER.

- **(C) REPORTING PROCEDURES.** IMMEDIATELY FOLLOWING A MISHAP THAT MEETS THE CRITERIA OF PARAGRAPH (B) (1), THE IMMEDIATE SUPERVISOR OF THE EMPLOYEE SHALL REPORT THE INCIDENT TO THE COORDINATOR, SAFETY, SECURITY AND RISK MANAGEMENT TO ENSURE A PROMPT AND THOROUGH INVESTIGATION CAN BE ACCOMPLISHED. ADDITIONALLY, AN ACCIDENT/INCIDENT REPORT (FORM BA-5), WHICH CAN BE FOUND IN THE FORMS HANDBOOK, SHALL BE COMPLETED, SIGNED, AND TURNED IN TO THE OFFICE OF THE COORDINATOR, SAFETY, SECURITY AND RISK MANAGEMENT, SUSAN LOVELESS CENTER, ROOM 102, WITHIN 24 HOURS OF THE OCCURRENCE OF THE MISHAP. THE COORDINATOR, SAFETY, SECURITY AND RISK WILL PROMPTLY DISTRIBUTE COPIES OF THE ACCIDENT/INCIDENT REPORT TO ALL RELEVANT DEPARTMENTS.

NOTE THE FIRST LEVEL OF REPORTING IS THE SAFETY OFFICE, NOT HR. ALSO, PLEASE NOTE THE 24-HOUR REQUIREMENT.

- (1) TREATMENT BEYOND FIRST AID. IF TREATMENT BEYOND FIRST AID IS REQUIRED, THE COORDINATOR, SAFETY, SECURITY AND RISK MANAGEMENT SHALL IMMEDIATELY NOTIFY THE ASSOCIATE VICE PRESIDENT, HUMAN RESOURCES AND, IF THE EMPLOYEE IS STABLE, ESCORT THE EMPLOYEE TO THEIR OFFICE.
- (2) FUTURE TREATMENT BEYOND FIRST AID. IF THE MISHAP DOES NOT NECESSITATE IMMEDIATE PHYSICIAN'S CARE BUT MIGHT REQUIRE SUCH CARE AT A LATER DATE, AN ACCIDENT/INCIDENT REPORT SHOULD BE SENT TO THE OFFICE OF THE COORDINATOR, SAFETY, SECURITY, AND RISK MANAGEMENT. IF A PHYSICIAN'S CARE IS REQUIRED AT A LATER DATE, THE INDIVIDUAL OR APPROPRIATE SUPERVISOR MUST THEN NOTIFY HUMAN RESOURCES AND PROVIDE INFORMATION FOR WORKER'S COMPENSATION OR RISK MANAGEMENT.

- **(D) OMES INVESTIGATION REPORT.** IF A WORKER'S COMPENSATION CLAIM IS NECESSARY, THE SENIOR DIRECTOR, HUMAN RESOURCES AND COORDINATOR, SAFETY, SECURITY AND RISK MANAGEMENT SHALL COORDINATE TO COMPLETE THE STATE OF OKLAHOMA WORKERS' COMPENSATION INCIDENT INVESTIGATION REPORT. HUMAN RESOURCES SHALL PROVIDE INFORMATION FOR BASIC INFORMATION (SECTIONS A-D) GATHERED FROM FORM BA-5. THE COORDINATOR, SAFETY, SECURITY AND RISK MANAGEMENT SHALL PROVIDE INFORMATION FOR THE INVESTIGATIVE SECTIONS (E-Q).

THE INVESTIGATION MAY INCLUDE PICTURES, INTERVIEW WITH WITNESSES, MEASUREMENTS OF HEIGHTS (IF A FALL WAS INVOLVED), ETC. COOPERATION WITH THE INVESTIGATOR IS NECESSARY AND APPRECIATED.

- **(E) RETURN TO WORK STATUS.** FOLLOWING AN EMPLOYEE'S WORK-RELATED INJURY OR ILLNESS, HUMAN RESOURCES MUST REVIEW THE EMPLOYEE'S WORK RESTRICTIONS BEFORE THE EMPLOYEE CAN RETURN TO WORK. THE EMPLOYEE'S TREATING PHYSICIAN WILL DOCUMENT ANY WORK RESTRICTIONS OR PHYSICAL LIMITATIONS ON A RETURN TO WORK STATUS REPORT OR FITNESS-FOR-DUTY CERTIFICATE. WHENEVER AN EMPLOYEE VISITS HIS/HER PHYSICIAN FOR A WORK-RELATED INJURY, EITHER FOR AN INITIAL INJURY OR FOR FOLLOW-UP APPOINTMENTS, A RETURN TO WORK STATUS REPORT OR FITNESS-FOR-DUTY CERTIFICATE MUST BE PROVIDED TO HUMAN RESOURCES FOR REVIEW AND CONSIDERATION. HUMAN RESOURCES AND THE EMPLOYEE'S IMMEDIATE SUPERVISOR WILL COLLABORATE TO DETERMINE IF THE EMPLOYEE'S RESTRICTIONS CAN BE ACCOMMODATED. AN EMPLOYEE MUST PRESENT A RETURN TO WORK STATUS REPORT OR FITNESS-FOR-DUTY CERTIFICATE TO HUMAN RESOURCES PRIOR TO RETURNING TO WORK FROM A WORK-RELATED INJURY/ILLNESS. THE AFOREMENTIONED DOCUMENTATION IS TO BE PROVIDED TO HUMAN RESOURCES AT LEAST TWO (2) WORKING DAYS PRIOR TO THE EMPLOYEE'S INTENT TO RETURN TO WORK.

- **(1) ACCOMMODATING RESTRICTIONS.** THE ABILITY TO PROVIDE REASONABLE ACCOMMODATIONS IS DEPENDENT UPON THE NATURE OF THE RESTRICTIONS IMPOSED BY EMPLOYEE'S TREATING PHYSICIAN, THE ESSENTIAL FUNCTIONS OF POSITION, AND THE PHYSICAL DEMANDS OF THE POSITION.

THE PHYSICAL DEMANDS OF THE POSITION ARE LISTED ON THE EMPLOYEE'S JOB DESCRIPTION.

- **(2) INABILITY TO ACCOMMODATE RESTRICTIONS.** IF AN EMPLOYEE'S IMPOSED RESTRICTIONS ARE UNABLE TO BE ACCOMMODATED, THE EMPLOYEE WILL NOT BE PERMITTED TO RETURN TO WORK. AN EMPLOYEE'S ABILITY TO RETURN TO WORK, WITH OR WITHOUT RESTRICTIONS, WILL BE RE-EVALUATED AFTER EACH FOLLOW-UP VISIT WITH THEIR TREATING PHYSICIAN.