[S.T.E.P.]  HR Tips: Employee Injuries on the Job

SUPERVISORS: Did you know that when an employee is injured on the job that you must submit a First Report of Injury package of forms whether the employee needs medical care or not? Failure to do so could result in the Libraries facing a penalty? Keep the following procedures handy for the next time one of your staff has an accident at work.

As soon as you learn an employee has been injured on the job:

1. If the employee needs emergency medical care, send the employee to the nearest hospital emergency room. An ambulance for emergency transport, if needed, is a covered expense under the Workers’ Compensation program.

2. Call 1-877-656-7475 to report the injury to the Worker’s Compensation Managed Care Organization (if emergency care is needed, arrange for that care FIRST). Be sure to ask for the claim number.

3. After the injury has been reported to the number above, the employee may call 1-800-900-1582 to arrange for doctor's appointments, prescriptions, surgery, and all other needed medical care.

4. Whether the employee needs medical care or not, supervisors must fill out the First Report of Injury package of forms (4 pages) (http://www.busfin.uga.edu/forms/first_report.pdf) and submit to the Libraries’ Human Resources Department within 24 hours of the injury. The Libraries’ HR staff will fill in the employee’s wage rate and hours worked.

To learn more about Workers’ Compensation at the University of Georgia go to http://www.libs.uga.edu/staff/workerscompguidelines.doc.

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