

SUBJECT: Response to Job-Related Employee Illness or Injury	Effective Date: 09-21-11	Policy Number: 3-402	
	Supersedes:	Page 1	Of 3
	Responsible Authority: Director of Environmental Health & Safety and Chief Human Resources Officer		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to University of Central Florida employees while they are acting in the course and scope of their employment.

BACKGROUND INFORMATION:

The University of Central Florida has a vital interest in maintaining a healthy and safe environment for its students, faculty members, staff members, and visitors. To this end, the university works constantly to identify, mitigate, and when feasible, eliminate potential hazards. In spite of these efforts, university employees may sustain injuries or become ill due to the conditions of their job. Since job-related injuries or illnesses are not covered under the State Group Insurance Plan, it is imperative that unit supervisors and employees sustaining a job-related injury or illness follow the procedures described in this policy.

POLICY STATEMENT:

It is the policy of the University of Central Florida to respond to medical emergencies involving employees who are acting in the course and scope of employment by contacting appropriate emergency responders. Additionally, it is the policy of the university to address job-related injury or illness (whether it is emergent or non-emergent) by properly reporting such injury or illness for Workers' Compensation purposes.

DEFINITIONS:

Employees. For purposes of this policy, employees include all university employees and all graduate student assistants, student assistants, unpaid courtesy appointees, and volunteers, but do not include students who are not employed by a department or unit.

Serious injury or illness. A condition that is acute and poses an immediate risk to a person's life or long-term health. (Examples include, but are not limited to, unconsciousness, a suspected stroke, heavy blood loss, suspected broken bones, a deep wound, a suspected heart attack, difficulty breathing, severe burns, or a severe allergic reaction.)

PROCEDURES:

I. Emergency Illness or Injury

If an employee sustains a serious injury or becomes seriously ill, the supervisor or co-workers should call 911. After ensuring that immediate medical care has been provided, the supervisor must call AmeriSys at 1-800-455-2079 to report a job-related incident. The supervisor must also notify the Environmental Health & Safety Department at (407) 823-6300 and Human Resources at (407) 823-2771 as soon as possible.

II. Non-Emergency Illness or Injury

1. With the ill or injured employee present, the supervisor should report the job-related injury to the AmeriSys triage nurse at 1-800-455-2079 and follow the instructions provided.
2. After filing a report by phone with AmeriSys, the affected employee or supervisor must fax a copy of the written First Report of Injury Form to Human Resources within 24 hours of the illness or injury.
3. The supervisor of an employee involved in a job-related illness or injury must notify the Environmental Health & Safety Department at (407) 823-6300 as soon as possible.
4. In the event of a job-related accident or incident occurring during non-business hours, the above procedure must be followed.
5. If the illness or injury is not job-related, the employee or the employee's insurance carrier will be responsible for any costs involved for the transportation to a treatment center and for any services rendered.

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FORMS AND RELATED INFORMATION:

Environmental Health & Safety Accident Incident Report Form:
<http://www.ehs.ucf.edu/workplacesafety/Accident-IncidentReport.pdf>

Environmental Health & Safety First Aid Kit Refill Request Forms:
<http://www.ehs.ucf.edu/workplacesafety/firstaidkits.html>

First Report of Illness or Injury Form:
<http://www.myfloridacfo.com/Division/WC/pdf/DFS-F2-DWC-1.pdf>

Additional information regarding workers' compensation is available at
http://hr.ucf.edu/web/loa_wc/workcomp.shtml

CONTACTS:

University Police Department: (407) 823-5555
Environmental Health & Safety: (407) 823-6300
Human Resources: (407) 823-2771

INITIATING AUTHORITY: Vice President for Administration and Finance and Chief
Financial Officer

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 3-402

Initiating Authority: William J. Menke Date: 9-28-11

Policies and Procedures
Review Committee Chair: John A. Hill Date: 9-27-11

President or Designee: John C. Hill Date: 9/29/11

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