



UNIVERSITY OF CENTRAL FLORIDA

## Office of the President

<b>SUBJECT:</b> Response to Job-Related Employee Illness or Injury	<b>Effective Date:</b> 6/9/2017	<b>Policy Number:</b> 3-402.1
	<b>Supersedes:</b> 3-402	Page      Of 1            3
	<b>Responsible Authority:</b> Director of Environmental Health & Safety and Associate Vice President for Human Resources & Chief HR Officer	

**DATE OF INITIAL ADOPTION AND EFFECTIVE 9/21/11**

### APPLICABILITY/ACCOUNTABILITY

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

The university has a vital interest in protecting the health and safety of its students, faculty, staff, and visitors. Accordingly, the university works constantly to identify, mitigate, and make every effort to eliminate potential hazards. Despite these efforts, employees may be injured or become ill due to the conditions of their job. As job-related injuries or illnesses are not covered under the State Group Insurance Plan, it is imperative that employees who sustain job-related injuries or illnesses, and their supervisors, follow the procedures set forth herein.

### 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, 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

1. 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.
2. The supervisor must fax a copy of the written Accident-Incident Report to Human Resources at (407) 823-1095 and to the Environmental Health & Safety Department at (407) 823-0146 within 24 hours of the illness or injury.

### 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. AmeriSys is available 24/7.
2. 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. The Accident-Incident Report must be completed and faxed to Environmental Health & Safety at (407) 823-1046 and Human Resources at (407) 823-1095.
3. 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 transportation to a treatment center and for any services rendered.

**FORMS AND RELATED INFORMATION**

Environmental Health & Safety Accident Incident Report Form:

<https://ehs.ucf.edu/wp-content/uploads/2019/08/UCF-Accident-NearMiss-Report.pdf>

Additional information regarding workers' compensation is available at

<https://hr.ucf.edu/current-employees/compliance-information/workers-compensation-2/>

**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

<b>POLICY APPROVAL</b> (For use by the Office of the President)	
Policy Number: <u>3-402.1</u>	
Initiating Authority: <u>Will F. Munk</u>	Date: <u>5-2-17</u>
University Policies and Procedures Committee Chair: <u>Ronald Bishop</u>	Date: <u>6/2/2017</u>
President or Designee: <u>John C. Hill</u>	Date: <u>6/9/17</u>