

SUBJECT: WORKERS ACCIDENTS AND COMPENSATION

Issued by: Human Resources
Approved by: Adams State College
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I. INTRODUCTION

Employees of the State of Colorado, including student employees are covered by the Worker Compensation Act. Provisions of the Act contain certain benefits for employees who are injured as a result of, or directly related to, their employment.

The Colorado Division of Risk Management administers a worker compensation program for the State that contains guidelines to be followed by all state agencies.

Adams State College has established the following policies and procedures to conform with Risk Management and Department of Personnel procedures. The Human Resources Office is charged with managing these procedures and policies.

II. RESPONSIBILITIES

A. EMPLOYEE

1. The employee is responsible for immediately informing his/her supervisor of any on-the-job injury or accident and completing the Written Employee Statement.
2. Employees should follow all safety rules and procedures as established by their supervisors and Adams State College. If an employee is injured because safety regulations were not followed, the workers compensation claim may be denied or benefits reduced.
3. All employees should immediately report any unsafe condition, equipment or work procedure to their supervisors.

B. SUPERVISORS

1. Each supervisor and/or department head should make their employees aware of work safety procedures. In areas the job assignments might expose employees to hazardous conditions or potential injuries (working with volatile chemical, heavy lifting, machinery operation, etc.), formal safety guidelines and procedures should be established. These procedures should become a part of every new employee's orientation program with periodic training sessions held for all continuing employees.
2. Each supervisor must complete the First Report of Injury Form, make sure the employee completes the Written Employee Statement, and forward both reports to the Human Resources Office immediately.
3. Supervisors should conduct follow-up investigations of all accidents and report questionable claims to the Human Resources Office and any hazardous conditions to the agency safety coordinator.
4. Supervisors must complete the 14-day Injury Report for each employee missing work for more than 14 days because of the same on-the-job injury. This report must be completed and submitted to the Human Resources Office for every 14 days of disability.

C. HUMAN RESOURCES OFFICE (PERSONNEL OFFICE)

1. The personnel office is responsible for informing supervisors and employees of any worker's compensation programs changes or reporting procedures.
2. This office is responsible for coordinating the completion of initial and follow-up reports and submitting them to the proper state or insurance agencies.
3. The personnel office is responsible for initiating designated provider agreements and informing employees and supervisors of any changes.

III. REPORTS

A. EMPLOYEE WRITTEN STATEMENT (Attachment A)

The employee completes this report in his/her own words and signs the document. This statement should be completed as soon after the injury as medically feasible and before the supervisor completes the First Report of Injury and questions the employee, unless the employee is so seriously injured as to be unable to explain the accident. This document constitutes the first part of the investigation of the accident. If the employee is unable to write, the supervisor should write down exactly what the employee tells him/her regarding the accident and have the employee sign or make his mark at the bottom.

B. FIRST REPORT OF INJURY (Attachment B)

The supervisor completes the information regarding the employee and the employee's scheduled workweek when injured and usual work schedule. It is important that the supervisor indicates the hours worked (8-5, 4-12, etc.) and the work days (M-F, S-Th, etc.). The supervisor should also complete the injury information requested being as detailed as possible when describing the accident and the possible injury. If a supervisor suspects that the injury may not be a result of an on-the-job accident or that the employee may have violated safety rules, this should be noted on the accident report. This report must be submitted to the Human Resources Office within three days of the accident and will be used to complete the official report forwarded to the Division of Risk Management.

C. 14-DAY INJURY REPORT (Attachment C)

When an injury results in an employee missing 14 days of work, a 14-Day Injury Report must be completed and forwarded to the Human Resources Office. This report should be completed for every 14 days of disability.

IV. OTHER

A. DESIGNATED PROVIDERS

Adams State College has reached designated provider agreements with the San Luis Valley Medical Clinic at 2115 Stuart, Alamosa, and the San Luis Valley Regional Medical Clinic. Any employee injured on the job should be seen by one of the physicians in the SLV Medical Clinic. If an employee is treated by a physician who is not a designated provider, all medical costs may be charged to the employee. The only exception to this procedure would be a life-threatening or extremely serious injury received outside of the Alamosa area.

B. INJURY LEAVE

1. Permanent employees are entitled to 90 working days of injury leave for each injury. If an injury results in disability of less than 14 working days, the first three days of disability will be charged as sick, annual or leave without pay. In order to be granted injury leave, any lost work payments received from Colorado Compensation Insurance must be turned in to the college. If disability last longer than 90 working days, the employee may use sick, annual, or leave without pay, if approved, and is entitled to keep lost work benefits.

2. Student and temporary employees are not entitled to injury leave. Any lost time benefits paid by Colorado Compensation Insurance are made directly to the employee.

References:

Division of Risk Management – Worker's Compensation Standard Procedures Colorado
Department of Personnel Procedures: P7-4-1