



## **Personnel Policies and Procedures**

### **Worker's Compensation Insurance**

Effective Date: July 1, 2009

Board Approval: June 9, 2009

#### **1. Purpose**

- 1.1. To establish Tooele Applied Technology College (TATC) policy and procedures for prompt treatment of work-related illness and injuries and to establish reporting procedures which meet the requirements of the Utah Workers' Compensation Act and the Utah Occupational Safety and Health Act (UOSHA).

#### **2. References**

- 2.1. Utah Code section 34A-2, Workers' Compensation Act
- 2.2. Utah Code section 34A-6, Utah Occupational Safety and Health Act

#### **3. Definitions**

- 3.1. **Work-Related Injury.** A work related injury is any injury suffered by an employee in the course and scope of his/her work assignment or any illness resulting directly from the performance of assigned duties.
- 3.2. **Lost Work Time.** Lost work time means absence from an assigned work station or area during regular work hours, as determined by the College to be the result of an employee's inability to perform his/her work assignment due to a work-related injury.

#### **4. Policy**

- 4.1. **Work Environment and Safety Standards.** The College will provide a safe work environment for all of its employees. Adequate and acceptable occupational safety and health standards shall be maintained at all times. The College and each employee will comply with the UOSHA law and rules.
  - 4.1.1. It is the duty and responsibility of each College employee to immediately report to his/her supervisor evidence of any unsafe condition(s) found in the work place.
- 4.2. **Workers' Compensation Insurance.** The College will provide insurance protection for all of its paid employees and volunteers against work-related injury through the Workers' Compensation Act.
- 4.3. **Treatment of Work-Related injuries and Required Reporting.** Prompt medical treatment will be provided to employees suffering work-related injuries. Each employee and supervisor is responsible for the timely reporting of work-related injuries.

#### **5. Procedures**

- 5.1. **Injuries Requiring Medical Treatment.** Work related injuries should be treated at a Workers' Compensation of Utah Facility when reasonably possible. The Human Resource Office must be immediately notified of the injury by the injured employee's supervisor. In addition, a First Report of Injury form must be completed and submitted by the employee or the employee's supervisor to the Human Resource Office within 24 hours after the injury.
- 5.2. **Injuries Not Requiring Medical Treatment.** If a work-related injury does not require medical treatment, the First Report of Injury form must be completed and delivered by the injured employee or the employee's supervisor to the Human Resource Office within 24 hours after the injury.

- 5.3. Investigation.** Reported incidents indicating hazardous working conditions will be investigated by the Safety Team. The Safety Team shall prepare a detailed report of the investigation, together with recommendations.
- 5.4. Compensation for Lost Work Time.** If, due to a work-related injury, the attending physician determines that the employee cannot perform his/her work assignments for a period of more than three days, determined in accordance with the Workers' Compensation Act and related regulations, the employee is eligible for workers' compensation lost work time payments, pursuant to the following procedures:
- 5.4.1.** The attending physician must complete and forward a Physician's First Report of Injury, a detailed medical report, and an invoice to the Workers' Compensation Fund of Utah.
  - 5.4.2.** Compensation is computed in accordance with the Workers' Compensation Act and payments will be processed to eligible employees by and from the Workers' Compensation Fund of Utah.
  - 5.4.3.** Sick leave benefits may be paid to eligible employees in accordance with the Sick Leave Policy. Any sick leave paid shall be reduced by the amount of workers' compensation received.
- 5.5. Continuation of Employee Benefits.** The College will continue to fund the College' share of employee benefits (life insurance, disability insurance, health insurance and retirement) during the College approved leave of absence. Employees shall continue to fund their share of the benefit payments in order to keep their benefits in force. It is the sole responsibility of an employee on workers' compensation to arrange with the Human Resource Office or designee for this payment. Failure to do so shall result in lapse of benefits.
- 5.6. Record Keeping and Reports.** The Occupational Safety and Health Act requires that complete and adequate records of work-related injuries be maintained for all College employees. The Human Resource Office shall maintain the required records for the College and prepare reports as required by UOSHA.