

Policy Title: Work Related Injuries and Illnesses

Policy Summary: Employees Are Required to Report Work-Related Injury or Illness to Management and Complete Work-Related Accident Reporting Form

Policy Category: Human Resources

Policy Owner: Safety, Health & Security

Policy Summary

Employees that are injured or become ill as a result of their employment at Drake University must immediately inform their manager and must also complete a work-related accident report for submission to Human Resources.

Purpose

Drake University provides worker's compensation insurance to all eligible faculty and staff and requires that all employees report work-related injuries or illnesses to their managers and to Human Resources.

Scope

This policy applies to all faculty and staff and provides for worker's compensation insurance to all eligible employees in accordance with federal and state law.

Policy

Non-Emergency Medical Treatment

Employees who are injured or become ill as a result of their work, must immediately inform their manager. As needed, a medical appointment will be scheduled at the University's designated medical clinic. The employee should provide a copy of their job description to their appointment at the University's designated medical clinic to assist in determining any work restrictions. If the treating physician releases the employee to return-to-work, every effort will be made to accommodate any restriction. After a work-related accident occurs, the employee's manager will meet with the employee to complete an on-line accident report. All work-related accidents must be reported, including accidents that occur during weekends, holidays and nonbusiness hours.

The online accident report can be found at: <http://www.drake.edu/hr-internal/formslibrary/forms/firstreportofinjuryform/>

Emergency Medical Treatment

For emergency medical response, dial 911 and then call Security at 811 to report an emergency, work-related injury or illness.

Workers' Compensation Insurance

Drake provides workers' compensation insurance to all eligible employees. This insurance provides medical, surgical and hospital treatment along with payment for lost wages resulting from work-related injuries and illnesses.

Last Review Date: January 2021

Effective Date: July 2016

Resources and Related University Policies:

- [On-line accident report](#)