

WINTHROP UNIVERSITY REPORTING WORKPLACE INJURIES AND WORKERS' COMPENSATION

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Applicability

All employees of the university are protected while on duty by a Workers' Compensation Plan administered by State Accident Fund (SAF.) Medical case management is provided by Compendium Services, Inc., through a contractual agreement with SAF. Workers' Compensation claims are filed electronically by Compendium Services in response to the submission of the employee First Report of Injury Form. Questions regarding this plan or the reporting procedures should be directed to Winthrop University Environmental Health and Safety (EHS) at 803-323-2392.

The State Accident Fund reviews all claims and determines if a claim is compensable before an employee may receive Workers' Compensation benefits. When an injury or illness is determined by SAF to be work-related, the employee's medical expenses including prescription drugs and mileage for doctor's visits in excess of ten miles per round-trip may be paid. An employee also may be eligible for temporary payroll benefits if they become disabled due to a work-related injury or illness and cannot work.

Reporting Minor Injuries or Work-Related Illnesses

1. Any employee who sustains even a minor injury while on duty or develops a work-related illness must immediately report the injury or illness to their supervisor. Failure of an injured employee to notify the authorized supervisor within 90 days after an accident may deprive the injured employee of their rights to benefits. The statute of limitations for filing a claim is two years after the accident.
2. The injured employee must complete the First Report of Injury Form, provide the supervisor with a copy, and forward the completed form to Environmental Health and Safety located in the Facilities Management Building, 349 Columbia Avenue.
3. The supervisor must complete the Supervisor's Accident Investigation Form and, **WITHIN 24 HOURS OR BEFORE THE END OF THE NEXT BUSINESS DAY**, forward it to Environmental Health and Safety located in the Facilities Management Building, 349 Columbia Avenue.
4. When medical treatment is needed, the supervisor, with the employee present, must immediately call Compendium Services at 877-709-2667 (available 24 hours a day/ 7 days a week) to file the first report of injury and to receive authorization for

the treatment. All non-emergency medical treatment must be pre-approved by Compendium Services.

5. The employee must physically proceed to Concentra Urgent Care for treatment at the following location:
 - Concentra Urgent Care
1393 Celanese Road
Rock Hill, SC 29732
803-327-0033
6. An employee must provide all physician's notes (which should include work status, work restrictions, and date of follow-up appointments) to their supervisor and EHS within one business day after treatment.
7. The employee may return to work when authorized in writing by the treating medical professional. The employee's supervisor and Human Resources are to review any work restrictions if issued by the treating medical professional. Work restrictions will be accommodated to the extent possible depending on the employee's job duties. (See Return to Work below).

Employees should report all injuries and work-related illnesses to Environmental Health and Safety and their supervisor, no matter how minor they may seem at the time, including those injuries that do not require medical treatment. An employee who fails to report an injury or work-related illness may risk being denied benefits by SAF should medical treatment be needed at a later time.

Reporting Medical Emergencies as a Result of a Work-Related Injury or Illness

1. In the event of a serious or life-threatening injury that requires immediate or emergency medical attention, **call 911 AND** call Campus Police, 803-323-3333. Compendium Services and Environmental Health and Safety must be contacted as soon as the situation allows.
2. The supervisor must IMMEDIATELY report the injury/illness to Environmental Health and Safety at 803-323-2392.
3. The supervisor must notify the employee's emergency contact. Supervisors may contact Human Resources, 803-323-2273, for emergency contact information.
4. When an injured employee is transported to an emergency treatment facility for care, the supervisor or a designated university representative should (by speaking with the employee or the employee's emergency contact) verify that the employee has transportation from the treatment facility in the event the employee is not admitted.

5. The supervisor or designated university representative should notify the treating facility that worker's compensation may be filed for the injured employee and provide the following insurance information:

For case management and treatment authorization:

- Compendium Services, Inc.; 877-709-2667

For billing and payment information:

- State Accident Fund
P.O. Box 102100
Columbia, SC 29221-5000
800-521-6576

For verification of employment and insurance coverage:

- Winthrop University Office of Human Resources; 803-323-2273
(employment)
- Winthrop University Environmental Health and Safety; 803-323-2392
(Workers' Compensation Insurance)

6. The supervisor must complete the Supervisor's Accident Investigation Form and, **WITHIN 24 HOURS OR BEFORE THE END OF THE NEXT BUSINESS DAY**, forward it to Environmental Health and Safety located in the Facilities Management Building, 349 Columbia Avenue.

Family Medical Leave Act and American's With Disabilities Act

If the employee is out of work due to an injury or illness for three or more consecutive workdays, the time will generally be applied as leave under the Family Medical Leave Act (FMLA). An employee who needs a workplace accommodation in order to perform the essential functions of their job due to an ADA qualifying medical condition may contact the Office of Human Resources at HRHelp@winthrop.edu.

Return to Work

An employee who has received medical treatment for a work-related injury or illness may return to work only when authorized in writing by the treating physician. Supervisors may not authorize an employee to return from a Workers' Compensation-related absence without approval from Environmental Health and Safety. Likewise, supervisors may not authorize an employee to return from FMLA or ADA medical-related leave without the approval from Human Resources. If the treating physician restricts an employee's activities, Human Resources will engage in an interactive discussion with the employee to consider any possible reasonable accommodations to return the employee to work as soon as possible. The injured worker's supervisor is responsible for ensuring work restrictions are being followed.

Election of Compensation Method

Section 8-11-145 of the SC Code of Laws provides that, in the event of an accidental injury or work-related illness arising out of and in the course of employment with the state, a disabled employee shall make an election to receive compensation under one of the following options:

1. To be placed on paid leave status, using accrued sick and/or annual leave. (When such leave credits are exhausted before the employee can return to work, the employee shall be entitled to workers' compensation disability benefits at the time the specific amount of leave is exhausted.)
2. To use workers' compensation benefits awarded in accordance with Title 42 of the 1976 Code. The employee would receive disability benefits equal to 66 2/3% of the employee's gross weekly pay, not to exceed the established maximum rate.
3. To receive sick and/or annual leave on a prorated basis in conjunction with workers' compensation according to the formula approved by the State Budget and Control Board.

The effect of each available option on the employee's future leave can be explained to the employee by the university workers' compensation administrator if necessary before the election of method is made. The election shall be in writing and signed by the employee and the person who explains the options. The election of the employee is irrevocable as to each individual accident or work-related illness. Regardless of which method of disability compensation an employee elects, he/she would continue to be eligible for payment of medical costs provided by the State Accident Fund.