

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.C.03

AREA: Risk Management

SUBJECT: Reporting Work-Related Injuries and Illnesses

1. PURPOSE

A basic concern of the System as an employer is to prevent injuries to its employees. Successful accident prevention may eliminate preventable suffering and results in reductions in the cost of the Workers' Compensation program.

2. POLICY STATEMENT

The University of Houston System is committed to maintaining a safe working environment that is free of hazardous conditions for all employees. However, when accidents occur, it is critical that employees suffering from a work-related injury or illness receive proper medical attention and benefits. Proper documentation must be completed and forwarded to the State Office of Risk Management so that compensation may be paid should the employee be temporarily or permanently disabled or benefits paid in case of death. Toward this end, the UH System shall develop and maintain a policy, and each component will establish procedures for the timely and thorough documentation of all employee work-related injuries and illnesses. The failure of an employee or supervisor to comply with component regulations may be grounds for disciplinary action.

3. GUIDELINES

3.1. The following constitutes the proper guidelines to follow in the event an employee is injured in the course and scope of employment:

- a. Employees injured on the job must notify their supervisor(s) immediately. Whenever possible, employees must complete and submit to the appropriate supervisor an oral or written notification of injury or illness.
- b. Employees should seek medical treatment if necessary to overcome the effects of such injury or illness. Employees must keep their supervisor(s) and Workers' Compensation claims coordinator advised of their medical status and ability to return to work.

3.2. Each component university will establish procedures and designate individuals responsible to comply with the rules and regulations as published by the State Office of Risk Management.

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Plant Operations

Review: Every three years on or before May 1

5. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

John M. Rudley
Interim Chancellor

Date: October 16, 2007

6. INDEXING TERMS

Workers' Compensation
Accidents
Injuries