

3358:11-5-33 Workers compensation/report of injury policy.

- (A) Ohio workers compensation law covers employees of the college. Any covered employee who sustains an injury or contracts an occupational disease or illness that arises or is a result of his/her employment may file a claim with the college's manager of workers compensation. A claim must be filed within two years from the date of injury.
- (B) Any covered employee who experiences a workplace injury or illness should:
 - (1) Seek medical treatment at the closest health facility.
 - (2) Notify their supervisor, the department of public safety and the human resources office (manager of workers compensation) as soon as possible after the injury or illness occurs.
 - (3) Upon notification the human resources office (manager of workers compensation) will send the employee a workers' compensation claim packet.
- (C) On-campus injuries. If an employee is injured on college owned or controlled property while performing their assigned duties, the department of public safety should be notified immediately. Personnel for the department of public safety will assess the injury.
- (D) Off-campus injuries. If the college employee is injured at an off-site location during working time, the department of public safety must be notified within twenty-four hours of the injury. At that time, a report will be prepared and forwarded to the human resources office. Failure to report the injury within the stated time may result in delays when processing claims.

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Patricia M. Jezak
Certification

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Date

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