

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Workplace Injury Policy  
**TIU POLICY #:** P-329  
**STATUS:** Approved, December 2012  
Updated, August 2015

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### **I. PURPOSE:**

To describe the responsibility of employees and supervisors for the reporting of workplace injuries.

### **II. SCOPE:**

This policy applies to all employees of Trinity International University (University).

### **III. POLICY:**

#### **A. Introduction**

All work-related injuries and illnesses must be properly reported in order to:

1. Provide for prompt medical evaluation and treatment;
2. Qualify for benefits from our workers compensation insurance carrier; and
3. Comply with state and federal workplace injury reporting requirements.

An injury or illness is classified as work-related only if it occurs in the course of an individual's employment at the University.

#### **B. Medical Evaluation and Treatment**

1. For all emergency injuries or illnesses call 911 immediately and notify Safety and Campus Services.
2. Employees who have experienced a work-related injury or illness are encouraged to seek medical attention as soon as possible.
3. Information on area hospitals and immediate care facilities is available on the worker's compensation page of [my.tiu.edu](http://my.tiu.edu). Employees may be seen by any doctor or medical provider for a work-related injury or illness.

4. If a work-related injury or illness requires an employee to be absent from work, you must inform Human Resources that you are away from work and provide a doctor's note estimating the length of time you will need to be away from work.
5. If any employee has missed work due to a work-related injury or illness, they will need to provide a doctor's release to return to work. Any special work precautions or limitations should be clearly listed by your doctor on the release.

### **C. Reporting A Work-Related Injury or Illness**

1. If an employee becomes injured while working, or experiences an illness that may be attributed to the work environment, the employee is required to report this injury or illness to their supervisor as soon as possible, but no later than the end of the business day after the injury or illness occurs. All injuries or illnesses must be reported regardless of the severity.
2. If an employee experiences a serious injury or illness and becomes incapacitated, another employee should call 911 immediately then report the injury to the supervisor.
3. A First Report of Injury Form must be completed by the injured employee's supervisor (or witness to the injury) and submitted to Human Resources as soon as possible, but no later than one (1) business day from the report of injury or illness.