



Category	
<b>POLICY: 2-26 Workplace Safety &amp; Workers' Compensation</b>	
Approval	
LT Approved:	
Effective Date: 07/01/22	
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Responsible Party: Vice President, People & Culture	

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## **Workplace Safety**

### Policy Statement

It is the policy of the College to comply with all applicable safety laws and regulations, to provide and maintain a safe and healthful work environment and to follow operating practices that will safeguard all employees and result in safe working conditions and efficient operations.

### **Workers' Compensation**

All employees are covered under provisions established by workers' compensation law, which provides protection for employees. An employee involved in an accident while on duty must verbally report the incident to People & Culture (P&C) immediately, or as soon as possible within 24 hours, and complete a written notice of accident (employee Incident Report). Incident reports are to be turned in to the employees supervisor or P&C. If necessary, authorization for medical treatment will be provided, authorizing the employee to go to the College's designated physician. Unless a life or limb emergency exists, failure to obtain proper medical authorization or failure to use the College's designated physician may result in non-payment of medical expenses. Employees injured on the job will be required to submit to drug and alcohol testing.

The goal of the College is to minimize the amount of time away from work while providing the employee the opportunity to recover. With this in mind, modified or light duty assignments may be assigned if available. The College does not terminate or punish an employee for reporting an accident or injury.

It is the policy of the College that an employee who is unable to work due to a worker's compensation claim does not work at any other place of employment without notifying P&C. No employee can return to work without a completed release form from a physician.

**Upon return to work, employees must comply with all physical restrictions given by the physician for the amount of time prescribed.** If on restricted work for a work related injury, the employee is responsible to report for all scheduled physician and therapy appointments. The P&C department must be informed of all appointments.

If an employee is under Physicians orders to be off work more than 7 days due to an on-the-job injury, they may receive Worker's Compensation. If the employee is eligible for and receiving Worker's Compensation payments, no PTO hours will be paid. Absence from work shorter than 7 days are to be recorded as "Workers Compensation" on the employee timecard and PTO balances used. If an employee does not have enough PTO to cover the waiting period, the time away will be unpaid.

Fraud and abuse of worker's compensation, including but not limited to submitting a false claim, lying about the extent of the injury or illness, or falsifying documents, are strictly prohibited and may result in disciplinary actions, up to and including termination.