

## Procedures for Accident Handling – Workers Compensation

1. Upon an accident happening, protection of others and medical attention for the injured take top priority. During this process the accident should be reported as soon as practicable to the appropriate supervisor and/or the department for which the employee works. (The on line injury report is to be submitted as soon as possible.)
2. Upon determination that medical attention beyond first aid is necessary, the employee is transported by safe and hygienic means to the physician or emergency room as appropriate. Baton Rouge EMS shall be called for incidents where significant injuries are involved, or indeterminate injuries may have occurred due to the nature of the incident.
3. The accident is reported immediately via the on-line report, by phone and/or hard copy, but no later than the end of the work shift. This report is distributed to key individuals at EHS and Risk Management. Risk Management notifies our Third Party Administrator (TPA), now FARA, upon determination that the incident is a work related case. This is done via entry of the information into the FARA database on line.
4. The LSU Student Health Center is the preferred treatment provider and shall be recommended to the employee due to the immediate care available. If the employee rejects treatment, he/she shall be allowed choice of a treatment provider. Transportation to the person's personal physician should be provided by the employee, and the costs will be reimbursable as part of the expenses relating to the accident, if it is determined to be an accident arising out of the course and scope of employment. After Student Health Center hours, or when directed to do so by Risk Management, the injured employee will be directed to Lake After Hours/Total Occupational Medicine (TOM) for treatment, if emergency room treatment is not necessary.
5. If initial treatment is provided by an employee-chosen general physician with no specialist involved, upon request of Risk Management, the employee will return to the Student Health Center for an evaluation by the LSU Medical Director's office or to Total Occupational Medicine (TOM), as directed. If an employee chosen specialist physician has treated the employee, LSU Risk Management will be consulted to determine the need for (and to identify) a specialist the employee should see as a representative of LSU to evaluate/confirm the extent of injury and the work status. This follow-up visit should be conducted as soon as possible to expedite processes in returning the employee to duty as soon as possible.
6. The employee shall return to duty as soon as able to perform sedentary work, as directed by LSU Risk Management. Normally this will be the day of, or the day after, the accident. (One purpose of this return to work is to investigate the accident with the supervisor and/or Environmental Health and Safety (EHS) staff to determine causes and possible prevention measures for future similar work. If the accident investigation is delayed or continued, the employee will be asked to return as needed for this purpose. Such activity shall be considered work activity and will not be charged against the sick and leave of the employee.)
7. The injured employee shall also return as requested to discuss potential job assignments that the employee may be offered as modified or "light" duty.
8. The employee, if unable to return to work at the direction of a physician, will stay in touch with the department and the Office of Risk Management, on a weekly basis as a minimum. Upon

determination that a modified duty work assignment, commensurate with the physician's limitations on the employee's activity, is available, the employee will report to the designated supervisor.

9. If an employee returns to work on modified duty, the supervisor should review with the employee the work restrictions and the modified job duty description to assure the employee is aware of the restrictions. Any deviation away from the modified job description which increases chances of aggravating the injury must be halted if observed.
10. The supervisor will notify LSU Risk Management of the employee's return to work, if the return is not jointly supervised and coordinated through LSU Risk Management. Any change in the work status should be reported to LSU Risk Management as soon as possible.