Fast Facts:

*You are responsible for paying your *insurance premiums* if you are off work. Worker's Comp does not pay that for you.

*If you are off work for less than *7 days*, you have the option to use SL or AL to cover the time off or taking the time unpaid.

*If you are unable to return to work after *12 consecutive months off payroll*, your employment may be separated.

Western Michigan University
1903 W Michigan Ave
Kalamazoo MI
49008-5200 USA

Human Resources:
Phone: (269) 387-3620
Fax: (269) 387-3441
Mail Stop: 5217

Environmental Health and Safety:
Phone: (269) 387-5590
Fax: (269) 387-5561
Mail Stop: 5485

WHERE TO FIND FORMS:

Accident Report Form for EHS:

wmich.edu/ehs/accident-injury-report-311-form

WC210 Form for Sindecuse:

wmich.edu/sites/default/files/attachments/u368/2014/hr-form-injury.pdf

Worker's Compensation at Western Michigan

So you've had a work related incident that resulted in an injury or illness…

This brochure covers the responsibilities of:

- You
- Your Supervisor
- Human Resources
- Environmental Health and Safety

Western Michigan University
Human Resources
Environmental Health and Safety

Work related injuries and illnesses are never fun.

This guideline is provided to help you and your supervisor ensure that you are getting the proper medical care and timely pay.

We will discuss everyone's responsibilities as it pertains to your injury or illness.

Please be advised that all worker's compensation cases may be different, and this is only a guideline.

Please call us when you have questions or need any assistance throughout your case:

(269)387-5590 (EHS)

(269)387-3620 (HR)

EMPLOYEE RESPONSIBLITIES

- Notify your supervisor immediately and seek medical assistance: If it is Monday-Friday, from the hours of 8AM-5PM, report to Sindecuse Health Center (269)387-3287. Be sure to tell them your visit is work-related. If time permits, complete a WC210 form and bring it with you. If you are having a medical emergency call 911 from a campus landline or (269)387-5555 from a cell phone, or proceed to the emergency room.
- Whether or not you receive medical care, you and your Supervisor **must** complete the 311 form. Submit the 311 form, and any other paperwork received during your doctor's appointment to Environmental Health and Safety, Mail Stop 5485.
- If the doctor has decided that they need to restrict your activity, be sure to abide by those restrictions when you are at home as well as at work. If your department can not accommodate your restrictions, then you may be taken off work.
- If you require medical care outside of Sindecuse or are taken off work, your information is submitted to our worker's comp carrier, CompOne. A representative from CompOne may call you to verify your information, get information about the incident, and make sure your case is running smoothly.
- Be sure to attend all your doctors' and physical therapy appointments, and participate in your treatment plan.
- Bring in any paperwork you receive to your supervisor. Your Supervisor must forward all your paperwork to EHS.
- Keep you Supervisor, EHS, your HR Rep and CompOne in the loop with how you are doing.

An Emergency can not and should not wait! Some examples are:

- You have a severe head injury
- You have difficulty breathing
- You are experiencing intense localized pain
- Something is outside that should be inside
- Someone with First Aid/CPR training is encouraging you to go

If you can wait to go to Sindecuse, please try to do so.

HUMAN RESOURCES RESPONSIBILITIES

- Coordinate benefits.
- Coordinate Sick Leave buy-back.

EHS RESPONSIBILITIES

- Submit your initial claim to CompOne.
- Submit your claim, paperwork, and bills to CompOne.
- Keep record of appointments you attended, your restrictions, and when you are off and back to work.
- Facilitate communication between HR, CompOne, Sindecuse, and your Supervisor.
- Find answers for any questions you will have.

Communication is key!