

Worker's Compensation

EMPLOYEE'S RESPONSIBILITIES

This document outlines the employee's responsibilities in the Worker's Compensation Process. There are three important areas to pay attention to: Prevention, After an Incident, and After Initial Medical Treatment.

Preventative

1. Ensure all safety policies are understood and procedures are being followed by employees.
2. Identify workplace hazards and report them to your supervisor.
3. Complete appropriate training on how to work safely and efficiently (use equipment, procedures, policies, etc.).

After an Incident

1. If immediate medical attention is needed, call 911.
2. If medical attention is necessary, go to [the nearest medical facility](#).
3. Have your supervisor fill out an [injury report](#) as soon as possible after the injury has occurred, no matter how small the injury may seem.
4. Discuss with your supervisor what actions can be taken to prevent a recurrence of the incident.
5. Have your supervisor complete their section of the injury report form and submit to HR promptly (within 24 hours of the injury if feasible).
6. Answer any questions from HR about the accident.

After Initial Medical Treatment

1. Provide any follow-up regarding work status to your supervisor and Human Resources.
2. You will be contacted by CompOne administrators regarding your claim. Please provide any necessary information for the processing of your claim.
3. You will receive a prescription card automatically as part of your newly filed claim.
4. Please note that no further action is required if prescriptions are not required for your injury.
5. If you are unable to work, please ensure that Human Resources and your supervisor are informed for proper payroll processing.
6. Continue to keep HR informed and updated on your recovery progress and return to work status.
7. If you receive any billings for treatment services, your MUST provide them to Human Resources immediately for follow-up. If you are receiving billing, this means that GVSU is not and HR needs to be made aware.