

Q & A

Injury in the Workplace and Workers' Compensation

❶ *Who is covered by Workers' Compensation?*

All faculty, staff, volunteers working on campus and student workers

❷ *What is the difference between a "student worker" and a "non-student worker"?*

A student worker is paid by the University and covered by Worker's Compensation, if injured on the job. A non-student worker, or regular student, injured while on campus is NOT covered by Worker's Compensation. If a non-student worker, or regular student is injured while on campus, the University Police should be called and they will complete their SUPD Incident Report.

❸ *Do ALL injuries need to be reported?*

Yes.

❶ Please encourage your employees to report ALL work-related injuries to their supervisor who will then report them to Human Resources.

❷ All non work-related injuries (students & the public) should be reported to the University Police @ 512-863-1944.

❹ *What is the first thing you should do when a work injury occurs?*

Determine if the situation is an emergency. If yes, head to the nearest emergency room or call University Police & 911 if warranted. Call Human Resources ASAP. If not an emergency:

Call Human Resources

Complete Accident Report

Send employee to the HR Office

If medical attention is needed, HR will coordinate

Follow-up with Safety Officer to complete accident investigation

❺ *Can an employee, hurt on the job, be sent to SU's Nurse for evaluation or first-aid?*

Yes, however the Accident Report still needs to be completed and submitted. Only a Human Resources representative can send an employee to a Doctor/Facility.

Human Resources
512.863.1220
512.863.1435

University Police
512.863.1944
911 if warranted.

Safety Office
512.863.1677