

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.45

Title All Employees

Employee Injury on the Job

When an employee becomes seriously injured on the job, the President or her/his designee shall notify a member of the family or an individual of close relationship as soon as he/she becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical practitioners as quickly as possible. The College is not responsible for medical treatment of an injured employee.

It shall be the responsibility of the employee injured on the job to inform the Board Secretary within twenty-four hours of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within twenty-four hours after the employee reported the injury.

It shall be the responsibility of the employee to file claims, such as workers' compensation, through the Board Secretary.

Date of adoption 12/11/95

Legal Reference: (Code of Iowa)

Date of last revision _____

85; 613.17

Date of current revision 12/11/95

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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