

 <p>Ringling College of Art + Design</p> <p>STAFF HANDBOOK</p>	<p>Index: 605</p> <p>Page: 1 of 1</p> <p>Subject: Work Related Injuries and Illnesses</p> <p>Revised: September 21, 2010</p>
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Work Related Injuries and Illnesses

Regardless of the nature or severity, all employees must report injuries and illnesses incurred while on College property and/or on the job to the Office of Human Resources. The College insures all employees against accidental injuries and illnesses under the Workers Compensation Act of the State of Florida.

In accordance with Florida law, Ringling College uses a Preferred Care Network. Treatment will be directed within the Network by the Claims Administrator. By law, treatment not authorized by the Claims Administrator or Ringling College will not be compensable. Referrals to medical providers must be authorized by our Claims Administrator prior to the treatment date. If you have any questions, please contact the Office of Human Resources.

Please follow these procedures if you are injured on the job:

1. Report the injury **immediately** to Public Safety by calling 359-7500, no matter how minor.
2. Report the injury to Human Resources by calling 359-7619 and inform your supervisor.
3. Seek medical treatment, if necessary, at one of the approved posted initial treatment sites.
4. In **EMERGENCY** situations call 911 and Public Safety at 359-7500. Treatment should be provided at the nearest qualified medical facility or provider. Report the injury the next business day to Human Resources and your supervisor. (After the emergency has been controlled, you will be required to treat with a network provider.)
5. Report back to your supervisor **and** Human Resources with written doctor's instructions.
6. If you must lose work, keep your supervisor **and** Human Resources informed of your status at least weekly.
7. Return to work as soon as medically possible. The College will make every effort to accommodate light duty restrictions.