

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: General Administration

NUMBER: 01.C.03

AREA: Risk Management

SUBJECT: Reporting Work-Related Injuries and Illnesses

1. PURPOSE

A basic concern of the System as an employer is to prevent injuries to its employees. Successful accident prevention may eliminate preventable suffering and results in reductions in the cost of the Workers' Compensation program.

2. POLICY STATEMENT

The University of Houston System is committed to maintaining a safe working environment that is free of hazardous conditions for all employees. However, when accidents occur, it is critical that employees suffering from a work-related injury or illness receive proper medical attention and benefits. Proper documentation must be completed and forwarded to the State Office of Risk Management so that compensation may be paid should the employee be temporarily or permanently disabled or benefits paid in case of death. Toward this end, the UH System shall develop and maintain a policy, and each component will establish procedures for the timely and thorough documentation of all employee work-related injuries and illnesses. The failure of an employee or supervisor to comply with component regulations may be grounds for disciplinary action.

3. GUIDELINES

3.1. The following constitutes the proper guidelines to follow in the event an employee is injured in the course and scope of employment:

- a. Employees injured on the job must notify their supervisor(s) immediately. Employees must complete and submit to the appropriate supervisor an oral or written notification of injury or illness. The appropriate forms should be completed by the Supervisor (or designated representative) and injured employee.
- b. Employees should seek medical treatment if necessary to overcome the effects of such injury or illness. Employees must keep their supervisor(s) and Workers' Compensation claims coordinator advised of their medical status, lost time from work, and their ability to return to work.

3.2. Each component university will establish procedures and designate individuals responsible to comply with the rules and regulations as published by the [State Office of Risk Management](#).

4. REVIEW AND RESPONSIBILITIES

Responsible Party: Senior Associate Vice Chancellor for Finance

Review: Every three years on or before May 1

5. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: February 23, 2017

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	09/04/1990	Initial version
2	01/12/1991	Changed title from “Employee Accident Reporting” to “Reporting Workers’ Compensation Accidents”
3	10/25/1996	Changed title from “Reporting Workers’ Compensation Accidents” to “Reporting Work Related Injuries and Illnesses.” Revised Section 2.0 and added Section 3.0 (Guidelines). Changed the responsible party
4	10/16/2007	Applied revised SAM template. In Section 3.2, the title “Office of Attorney General Workers’ Compensation Division Handbook” was replaced with “State Office of Risk Management.” Addendums were removed and added as hyperlinks. Changed the responsible party and the review period from annually on or before May 1 st to every three years on or before May 1 st

Revision Number	Approval Date	Description of Changes
5	12/21/2011	Applied revised SAM template and added new Revision Log. Provided minor redlines to Section 3.1 to reflect current operating requirements. In Section 3.2, the rules and requirements will be published by the Office of Risk Management. Changed the responsible party from the AVC for Plant Operations to the AVC for Finance. Removed Section 6, Indexing Terms
6	02/23/2017	Updated titles and links as applicable. No additional changes were made by the Subject Matter Experts (SMEs)