



**SOUTHWESTERN OREGON COMMUNITY COLLEGE
FINANCIAL AID OFFICE**

1988 NEWMARK • COOS BAY OR 97420-2912 • (541) 888-7410 • 1-800-962-2838

MEMORANDUM

TO: Student Employees

SUBJECT: Work-Related Injuries

College employees, student employees, nursing students in a clinical setting, Early Childhood Education practicum high school students, Early Childhood Education Theory and Practicum college students, Early childhood Education Practicum college students, Early Childhood Preschool Practicum college students, Early Childhood Education Advanced Specialized Practicum college students, Early Childhood Education Student Teaching I & II college students, Perioperative Nursing and/or R.N. students, Board of Education members, and volunteers are covered by the college's workers' compensation insurance for work-related injuries. Some cooperative work experience students in work assignments on and off campus may be covered by the college's workers' compensation.

Coverage for college and student employees is automatic with employment, and for board members upon taking the oath of office. Coverage for specified cooperative work experience students is initiated when the instructor completes the required contracts with the CWE Coordinator. Coverage for volunteers is effective when the responsible staff member has the volunteer complete the volunteer agreement and the agreement is returned to Human Resources. Coverage for nursing students is automatic when they enroll in a Clinical class. Coverage for Practicum participants is automatic when they enroll in Practicum class.

ALL WORK-RELATED INJURIES, WHETHER OR NOT THEY REQUIRE MEDICAL ATTENTION, MUST BE REPORTED IMMEDIATELY TO THE ADMINISTRATIVE ASSISTANCE TO THE DEAN OF ADMINISTRATIVE SERVICES, FIFTH FLOOR, TIOGA HALL, ROOM 512.

1. Employees, covered students, board members, and volunteers with injuries that do not require medical attention will complete an injury report form.
2. Employees, covered students, board members, and volunteers with injuries requiring medical attention will be required to complete a workers' compensation claim form and a college injury report form, and report to Administrative Services at least weekly while undergoing treatment and until a written release from the doctor is given to Administrative Services. Injured workers requiring medical treatment shall not return to work until a written release from the doctor is given to Administrative Services. If continuing medical treatment for a work-related injury is necessary, the injured worker must report to the Administrative Assistant to the Dean of Administration on a regular basis until treatment ends.
3. Supervisors and other employees or students witnessing an injury will be required to complete a college incident or injury report form.
4. Workers' compensation claim forms and college incident and injury report forms are available in the Administrative Services Office, Tioga Hall, Fifth Floor and in the mail room area of Tioga Hall, First Floor, West side.

The college is an advocate of the early return to work program. Every effort will be made to return anyone with a compensable time loss from work to suitable work as soon after the injury as possible.

I HAVE READ AND UNDERSTAND THE ABOVE WORKERS' COMPENSATION POLICIES/PROCEDURES OF SOUTHWESTERN OREGON COMMUNITY COLLEGE.

Name (Please Print)

Signature

Date

Received in Financial Aid Office:

by _____

_____ **Date**