



Southwestern Oregon Community College
Administrative Services (541)888-7206

MEMORANDUM

TO: Southwestern Employees, Board of Education, Clinical and Practicum participants, and Volunteers

SUBJ: Work-Related Injuries

College employees, student employees, nursing students in a clinical setting, Perioperative Nursing and/or R.N. students, Early Childhood Education Practicum high school students, Theory and Practicum college students, Practicum college students, Preschool Practicum college students, Advanced Specialized Practicum college students, Student Teaching I & II college students, Board of Education members, and volunteers **may be** 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 insurance.

ALL WORK-RELATED INJURIES, WHETHER OR NOT THEY REQUIRE MEDICAL ATTENTION, MUST BE REPORTED IMMEDIATELY TO CAROL RICHARDS IN 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 incident or injury report form.
2. Employees, covered students, board members, and volunteers with injuries requiring medical attention will be required to complete the workers' compensation claim form and college incident or 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.
3. Supervisors and other employees or students witnessing an injury will be required to complete a college incident report form.
4. Workers' compensation claim forms, incident, and injury report forms are available in the Administrative Services Office, Tioga Hall, fifth floor. Incident and injury forms are also available in the mailroom 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 claim 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.

PRINTED NAME _____

SIGNATURE _____ DATE _____

NATURE OF COVERAGE (i.e., "employee–'job title'", "student–'class'", volunteer–'supervisor & dept'", etc.)

Received in Human Resources Office:	
by _____	Date _____
12/13/2006	

Return this form to Human Resources