The purpose of this Risk Management Memo is to bring to your attention the university’s obligation to provide workers’ compensation claim forms to injured employees. Failure to meet this obligation can result in substantial financial loss to the university.

**Background**

State Law requires that “Within one working day of receiving notice or knowledge of injury . . . , which injury results in lost time beyond the date of injury or medical treatment . . . , the employer shall provide . . . a claim form and a notice of potential eligibility for benefits . . . to the injured employee. . .” The employer is defined as “. . . any . . . person in authority.”

**Implications**

The broad definition of employer as “any person in authority” places responsibility for compliance with governing law on managers, supervisors, department chairpersons, and other non-HEERA positions that could reasonably be considered to be positions of authority. However, this does not imply that every “person in authority” is required to personally provide the injured employee with a claim form. Rather, this implies that every “person in authority” should be knowledgeable of the developed procedures within their college or administrative unit to ensure that injured employees are provided with claim forms and receive appropriate medical attention.

**Responsibilities**

Each college or administrative unit is responsible developing procedures to ensure that injured employees are provided with a workers’ compensation claim form within one day of notifying “a person in authority” of their belief that they have been injured in the course and scope of their employment. These procedures must also ensure that an injured employee receives appropriate medical attention.

**Training and Assistance**

The office of Safety and Risk Management is available to provide training to those wanting to more fully understand their responsibilities under the law. To obtain more information about training opportunities or if you have any questions, please contact the office of Safety and Risk Management at ext. 52283.