

STOCKTON UNIVERSITY



PROCEDURE

Accidental Injuries Sustained by Employees

Procedure Administrator: Risk Manager

Authority: N.J.S.A. 18A:64-8

Effective Date: July 25, 1983, September 23, 2009; November 4, 2011; June 15, 2023

Index Cross-References: Procedure 1071 Emergency Reporting

Procedure File Number: 6906

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide employees with information related to accidental injuries during periods of active employment.

II. PROCEDURE:

- A. Applicability: Any University employee injured in an accident arising from and/or in the course of employment, or contracting an occupational disease from contact during employment, is covered by this procedure. The term "employee" includes all full-time, part-time, temporary, and student workers.
- B. Reports: In order to be considered for coverage, a personal injury report must be completed by the employee, reviewed and signed by the supervisor and submitted to the Office of Human Resources ("OHR") within 48 hours of the accident. These forms are available on the OHR website.
- C. Injury: Injuries on campus should be treated in accordance with Procedure 1071 Emergency Reporting. In the event of a serious injury or fatal accident, the Offices of Human Resources and Risk Management must be notified immediately. All injuries, including those considered minor such that the employee is not required to see a physician, are required to have an Accident Report for Workplace Injury or Illness filed with the Office of Human Resources. When completing an Accident Report, it is essential that all witnesses be identified on the report. Injured employees should not make any verbal or written statements to anyone other than:
 1. Police officers investigating the accident,
 2. Supervisors (if filing the report on the employee's behalf),
 3. Representatives of the N.J. Department of Labor and Workforce Development Division of Workers' Compensation carrying appropriate identification,
 4. Representatives of the State's liability insurance carrier carrying appropriate identification, and

5. Representatives from the Stockton University Office of Risk Management.

- D. Notification: In addition to the Offices of Human Resources and Risk Management, other departmental heads will also be notified as appropriate.
- E. Claims: All workplace injury related bills for medical treatment, X-rays, hospital care, and drugs, as well as physicians' statements concerning the employee's ability to work, must be submitted to the Office of Human Resources as soon as possible. Employees should not pay any of these bills but arrange for them to be charged and sent to the Office of Human Resources for submission to the N.J. Department of Labor and Workforce Development Division of Workers' Compensation.
- F. Final Report: At the conclusion of treatment, a final report will be procured from the treating physician to ascertain if the injury has resulted in permanent disability. If so, the Division of Workers' Compensation will contact the employee for compensation pursuant to a schedule set forth in the Workers' Compensation Law. If a direct settlement cannot be concluded, the Division of Workers' Compensation will arrange for a hearing before the Workers' Compensation referee and, in the event of litigation, will defend the claim on behalf of the State.
- G. Workers' Compensation Claim: Workers' Compensation Claims will be in accordance with State regulations.

Review History:

	Date
Procedure Administrator	03/20/2023
Divisional Executive	05/17/2023
General Counsel	05/18/2023
Cabinet	06/15/2023
President	06/15/2023