



Work-Related Injury or Illnesses

The following procedure must be followed whenever faculty, administrative, full-time, part-time, temporary, on-call, and student employees are injured on the job or become ill due to their work responsibilities as defined in the university's worker's compensation policy statement:

1. The employee must notify his/her supervisor immediately of all work-related injuries or illness, regardless of the apparent severity.
2. Employees who sustain a serious or life threatening injury or illness should call 911 and immediately notify the supervisor and Campus Security by phone (Phone: 675-3911). All other work-related injuries or illnesses can be treated at the BYU-Hawaii Health Center during normal business hours. If the Health Center is closed, employees may consult with the Health Center on-call nurse by calling Campus Security (Phone: 675-3911) or seek initial treatment from their primary care physician or any other medical provider of their choice.
4. The Initial treating physician may refer injured employees to specialists as needed. Medical treatments are coordinated with the worker's compensation claims adjuster.
5. In any event, the Campus Safety & Security Department must be notified within 24 hours so proper documentation can be promptly prepared. A report form must be completed for every work-related injury or illness regardless of severity. This report form can be found at <https://hr.byuh.edu/accident/form>. If you have questions, please call (808) 675-3406.

Acknowledgement: I, the undersigned, have read and understand the university's Work- Related Injury or Illness Reporting Procedure. Further, I acknowledge having received a copy of this form.

Signature

Print Name

Date