



Policy 4.93

Workplace Health & Safety

Responsible Official: VP for Human Resources

Administering Division/Department: Health and Safety

Effective Date: April 02, 2007

Last Revision: April 07, 2017

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Overview

Emory maintains several major programs related to occupational, environmental and personal safety and health. Human Resources and Employee Health Services/Workers' Compensation have the responsibility for administering a self-insured workers' compensation program and a health and safety program. The program is administered in compliance with the Georgia Workers' Compensation Act.

Policy Details

Human Resources and The Workers' Compensation Department has primary responsibility for:

- evaluating and treating the initial injury
- accident investigation and prevention
- discussing the facts with the employee and supervisor
- case management
- coordinating efforts for returning an injured employee to work
- determining compensability or non-compensability of each claim
- dealing with issues of subrogation

PHYSICIANS' PANEL

A panel of authorized treating physicians is available to employees in the event of work-related emergencies or specialty care. The panel of physicians is posted in multiple, conspicuous locations throughout the university.

REPORTING OF INJURY/ILLNESS

Employees who are injured on the job must promptly notify their supervisor and report to the Employee Health and Workers' Compensation department located at EUH, HB53 and ECLH, WWORR, 2th Floor.

WEEKLY BENEFIT

Employees who lose at least 7 calendar days from work as the result of an on-the-job injury are entitled to a weekly loss-of-earnings benefit, equivalent to 66-2/3 of the employee's weekly average wage up to the maximum as determined by the Georgia Workers' Compensation Act. Employees may elect to use their accrued time in lieu of workers' compensation pay. An employee may not supplement workers' compensation pay with their accrued leave.

JOB-RELATED DISABILITY

Leave without Pay

FMLA or a medical leave of absence is available to employees who are absent from work at least 7 calendar days as

a result of an on-the-job illness, accident or injury. While on leave, the employee will not be eligible to accrue leave.

Human Resources Benefits will consult with the department to process a Human Resources Action Form (HRAF) or Personnel Action Form (PAF) changing the employee's status to a job-related disability leave without pay effective the last day the employee was in a paid status.

The employee's position shall be held by the department while on FMLA (12 workweeks).

Once the authorized physician releases the employee to return to work, the employee is entitled to the same status and rate of pay, including any salary adjustments.

For an employee who is eligible for FMLA leave, any absence due to a work-related injury or illness shall count against the employee's FMLA leave entitlement, provided the employee's condition constitutes a serious health condition as defined by the FMLA. Reference the Family and Medical Leave Act (FMLA) policy for further information.

BENEFITS

Health, Dental, Life and BeneFlex Plans

An employee on leave without pay may continue participation in optional health, dental, life and BeneFlex plans by contacting Human Resources prior to the leave to determine the amounts and due dates of premium contribution.

If an employee chooses not to continue participation while on leave, the employee must notify Human Resources to cancel the coverage. If the employee returns to work in an eligible status, the employee has 31 days to reinstate coverage.

If an employee on leave does not pay the required contributions, coverage will be cancelled for non-payment.

Educational Benefits

Courtesy Scholarship for dependents may continue during leave.

Eligibility for participation in the Tuition Reimbursement program will cease during leave.

Credited Service

All periods of leave without pay will be counted as credited service for all benefits that are based on length of service, including service awards not to exceed 1 year absence from work.

Definitions

HEALTH & SAFETY

The priority of the health and safety program is to prevent occupationally related injury and illness.

WORKERS' COMPENSATION

Workers' Compensation provides a loss-of-earnings benefit and pays for authorized medical and related expenses when an employee loses time from work due to a work-related accident, injury or illness.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/4.93>

Forms and Attachments

Smallpox Policy : [download](#)

Revision History

- Version Published on: Nov 17, 2008
- Version Published on: Nov 17, 2008

- Version Published on: Aug 28, 2007
- Version Published on: Jun 22, 2007
- Version Published on: Jun 19, 2007 (*Original Publication*)

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