Policy 4.93
Workplace Health & Safety

This policy version was not current at the time of printing. Please see http://policies.emory.edu/4.93 for the current version.

Responsible Official: VP for Human Resources
Administering Division/Department: Health and Safety
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Overview

Emory maintains several major programs related to occupational, environmental and personal safety and health. Human Resources, Employee Health Services/Workers' Compensation and the Environmental Health and Safety Office (EHSO) 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 Workers' Compensation Department and EHSO have 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 and subsequent injury trust fund
- coordinating medical and rehabilitative care

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 places throughout the facilities.

REPORTING OF INJURY/ILLNESS
Employees who are injured on the job must promptly notify their supervisor and report to the Workers' Compensation department located at EUH, HB53 and ECLH, WWORR, 6th Floor within 30 days. The employee may lose the right to receive workers' compensation benefits if an accident is not reported within this time frame.

WEEKLY BENEFIT
Employees who lose time 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 average weekly wage up to the maximum as determined by the
Georgia Workers’ Compensation Act. Workers’ compensation pay is waived if the employee elects to use their accrued sick leave in lieu of workers’ compensation pay. An employee may not supplement workers’ compensation pay and accrued leave.

**JOB-RELATED DISABILITY**

**Leave without Pay**
Job-related disability 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 or Employee Health Services/Workers’ Compensation 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 until the employee returns to work, separates from employment or is medically unable to return to the position. 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.

If an exempt employee is released to return to work on an intermittent or shortened day schedule, the employee will be paid for actual hours worked and may continue to use his/her available sick leave for the remainder of the hours not worked.

**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 within the meaning of 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](http://policies.emory.edu/4.93)
Forms and Attachments

Smallpox Policy: [download]

Contact Information

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<thead>
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<th>Subject</th>
<th>Contact</th>
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Revision History

Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.