



## Accidents/Injuries on the Job

All injuries and accidents must be reported to the supervisor and Library Personnel Office. Failure to follow this procedure could jeopardize the student's rights to Worker's Compensation.

### Forms

Supervisors are responsible for completing the Employees Incident Report Form. You are also responsible for completing the Industrial Commission Form 19 at the University Employee Occupational Health Clinic (UEOHC) for treatment purposes only. These forms are found in the Library Personnel Office or on the EHS Website, <http://ehs.unc.edu/workplace-safety/worker-comp/forms/>. These forms should be filled out within 24 hours of the incident and returned to the Library Personnel Office as soon as possible, but no later than within 48 hours.

### Worker's Compensation

Worker's Compensation benefits are available to any employee who suffers disability through accident or occupational disease arising out of, and in the course of, his or her employment, according to the provisions of the North Carolina Worker's Compensation Act.

### UEOHC

University Employee Occupational Health Clinic (UEOHC) is an important player in Worker's Compensation at UNC. The UEOHC Nurse Practitioner serves as the case manager for all workers' compensation claims. The UEOHC Nurse Practitioner is the authorized medical care provider and the one who is authorized to direct treatment of worker's compensation employees.

### Medical Treatment

If an employee is injured on the job, it is your responsibility to ensure that the employee receives prompt treatment of the injury by obtaining first aid or medical treatment. On the job injuries are treated at the Ambulatory care center on Manning Drive.

### Emergency care

If your employee has a life-threatening injury or illness, call 911.

### After-Hours

If your employee is injured on the job after hours, they are to call HealthLink at 966-7890. The UEOHC's normal operating hours are Monday-Friday, 8:30-4:30 (except holidays). Healthlink has nurses on duty 24 hours/day to provide phone assistance.