

## **WGTC 4.7**

### **Workers' Compensation**

Workers' Compensation (W/C) is a workplace accident insurance program that may provide an employee with medical care, rehabilitation, and income to compensate for lost wages when an employee is injured on the job. It may also provide financial payments to an employee's dependents if an employee dies from a job-related injury.

The Workers' Compensation Program W/C covers all full-time, part-time, salaried, and hourly wage employees of the Department College. This program is administered by the Department of Administrative Services, Risk Management Services, and Workers' Compensation Unit, which maintains an excellent website.

Each employee or his or her representative shall, immediately upon the occurrence of a work-related accident, or as soon thereafter as practical, notify their supervisor. If the immediate supervisor is unavailable, notice should be given to the next available supervisor within the chain of command. Failure to report an accident within thirty (30) days after the accident occurred may result in loss of workers' compensation benefits.

It is the supervisor's responsibility to notify the Workers' Compensation Unit of all on-the-job injuries requiring medical care or lost time from work complete the incident report on KnightShare. The incident report should be completed Such notice should be given within 24 hours of any workplace accidents or as soon as possible thereafter and in accordance with Department procedures. The supervisor should also notify the Personnel Office and the appropriate Vice President or Assistant Commissioner of any work-related injury.

Once the incident report is submitted, Human Resources will receive the completed incident report. Depending on the incident, the claim may receive a W/C claim number and will be sent to the employee. The State Board supports the Return-to-Work Program managed by the Worker's Compensation Unit of the Department of Administrative Services' Risk Management Section. Supervisors and their managers shall cooperate with this program and encourage employees injured on the job to return to work. A Return to Work Manual is available. Below are the four levels of care and applicable service:

- No care needed – N/A
- First aid – utilize first aid kits throughout the campus
- Medical care – contact AmeriSys at 800-900-1582 #2 (location #6439)

- or contact your physician
- Emergency – call 911 and/or get to an Urgent Care/Emergency Room

The Department and each Technical College shall post Notice of Workers' Compensation coverage and its Panel of Physicians as required by law. There are Workers' Compensation posters throughout every campus and office location for more information.

Each Technical College and the Department's Central Personnel Office WGTC shall maintain a copy of the Workers' Compensation Manual and the Supervisor's Guide. Both are also available at the website maintained by the Workers' Compensation Unit of the Department of Administrative Services, Risk Management Section.

Reference: State Board Policy 4.9.9.  
<https://www.tcsg.edu/tcsgpolicy/files/4.9.9.pdf>

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