

# 1 **Workers' Compensation**

2 Effective: Moved to Policy Library from UPM 3.2(10), UPM 7.5(1)

3 Updated/Revised: October 31, 2016

4 Contact: University Human Resources (UHR) [Workers' Compensation Office \(ER/LR\)](#)

## 5 **Introduction**

6 This policy identifies expectations of university personnel for compliance with law related to  
7 workplace injury or illness.

## 8 **Policy Statement**

9 Workers' compensation is a part of the Iowa Code designed to provide certain considerations to  
10 employees who sustain injuries, occupational illnesses or occupational hearing loss in the course of  
11 and arising out of their employment. Benefits are administered according to Iowa law.

12 All accidents, injuries, illnesses, and hearing loss occurring at work or in the course of employment  
13 must be reported to the supervisor, even if no medical attention is required. Employees should notify  
14 their departmental supervisor who will call Iowa State University's approved medical provider to  
15 schedule an appointment, unless emergency care is required. Employees who choose to be treated  
16 by any other treatment center and/or physician may not qualify for any workers' compensation  
17 insurance benefits and may also be responsible for all medical costs related to the incident. This is in  
18 accordance with workers' compensation benefits for state employees.

19 The employee or supervisor is responsible for completing the First Report of Injury form via the  
20 online ISU Incident Portal (see Resources below) within 24 hours of becoming aware of the work-  
21 related illness or injury. Incidents that are not reported may cause employees to be ineligible for  
22 future benefits related to this injury or illness. An employee will not receive reimbursement for  
23 medical expenses for both Workers' Compensation and a group medical plan.

24 An injury or illness is considered work-related for Occupational Safety and Health Administration  
25 (OSHA) reporting purposes if an event or exposure in the work environment caused or contributed to  
26 a condition or significantly aggravated a pre-existing condition. This includes injuries while the  
27 employee is on break, in the restroom, traveling on business or engaged in work activities such as  
28 training required by the employer. In-patient hospitalization, amputation, or loss of an eye must be  
29 reported as soon as possible but no later than 24 hours after the incident. A workplace fatality must  
30 be reported as soon as possible but no later than 8 hours after the incident.

## 31 **Resources**

### 32 **Links**

- 33 • [ISU Incident Portal](#)
- 34 • [Iowa Code, see Chapters 85, 85A, 85B, 86, and 87](#)

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