**Worker Compensation**

**Supervisors are responsible for reporting the injury or illness to the Risk Management and Safety office by telephone as soon as possible.**

Under the worker’s compensation act, employees have their choice of medical provider, however, not all injuries and illnesses that occur in the workplace are compensable. Therefore, it is always recommended that a medical provider within the employee’s personal health insurance network is utilized. If medical treatment is required, inform the provider that the injury or illness occurred at work and to submit all billings and correspondence to Risk Management & Safety, UW-Whitewater, 800 W. Main St. Hyer Hall Room 330, Whitewater, WI.

If you have any questions about reporting or procedures contact our office at x1856 or visit our web site: www.uww.edu/adminaffairs/riskmanagement/work-comp

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**Ergonomic Assessments**

Make your workstation work for you! A workstation ergonomic assessment will assist you in adjusting your work area to prevent fatigue and discomfort.

1. Your seating and arm position will be reviewed.
2. The setup of your desk and computer equipment will be reviewed.
3. Recommendations will be made to improve your set up.

To schedule an appointment, contact the Risk Management & Safety office at x5723, or by email at riskmgmt@uww.edu

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**What do I do if I have a workplace injury or illness?**

Report the injury or illness to your supervisor immediately and get medical treatment if necessary. It is your responsibility to report the injury or illness to your supervisor. Complete the Employee’s Work Injury and Illness Report. Your supervisor will complete the Employer’s First Report of Injury or Disease and the Supervisor’s Report Form.

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**Environmental Health, Risk Management, Safety and Loss Control**

Hyer Hall Room 330
Phone (262) 472-1856
Fax (262) 472-5668
Email: riskmgmt@uww.edu
www.uww.edu/adminaffairs/riskmanagement/
Field Trip Form vs Hold Harmless Form

Field Trip Forms: Request this form for Class Required Field Trips.

Hold Harmless Forms: Request this form for University sponsored events in which participants will be leaving campus or partaking in an on-campus activity in which an injury is more likely to occur; example includes, but are not limited to:

- 5k/Fun Runs
- Music Festivals
- Move-In Day Volunteers
- Team Building Obstacle Course
- Student Org Conferences/Activities
- Pie-in-the Face/ Dunk Tank Volunteers

Driver Authorization

Employees, students or volunteers must complete an electronic Vehicle Use Agreement (VUA) to be authorized to use a state vehicle, leased vehicle, or personal vehicle on state business. Information can be found at: www.uww.edu/adminaffairs/riskmanagement/vehicle-and-driving

When determining if employees, students, or volunteers should drive a state vehicle, leased vehicle, or personal vehicle on state business please remember it is appropriate to drive when the purpose fits the mission of the university or any official business of the university is carried out as a result of the trip.

Safety Training

Our department facilitates the delivery of a comprehensive array of computer-based occupational and environmental health and safety training courses to help supervisors meet their workforce safety training requirements.

We encourage supervisors to contact our department to help create customized training solutions for their workforce. Most courses require 45 to 60 minutes to complete. Several courses are recommended for all our "blue collar" employees, including: safety orientation, back safety, asbestos awareness, ergonomics, hazard communication, and fire safety. Many of these, along with some of the courses listed, are required by state and federal laws for many jobs on campus.

Safety Training (continued)

Supervisors and managers are responsible for their workers' compliance with all safety rules and regulations. Contact our office for a complete listing of available courses. Sample of available computer based training courses:

- Walking-Working Surfaces
- Powered Hand Tool Safety
- Hazard Communication
- Respiratory Protection
- Hearing Protection
- Defensive Driving
- Safety Orientation
- Office Ergonomics
- Spill Prevention
- Fall Protection
- Personal Protective Equipment (PPE)

Laboratory Emergencies
- Bloodborne Pathogens
- Confined Space Entry
- Asbestos Awareness
- Lockout/Tagout
- Aerial Lift Safety
- Electrical Safety
- Ladder Safety
- Mower Safety
- Back Safety
- Fire Safety
- Heat Stress