



KEAN UNIVERSITY

On-the-Job Injury Reporting Procedures

All Kean University employees shall comply with the following procedures in reporting work-related injuries:

1. **General Notification Requirement** - Upon the occurrence of a work-related injury, the injured employee shall immediately notify his/her supervisor.
2. **HR Notification Requirement** - Upon the occurrence of a work-related injury, the injured employee shall notify the Office of Human Resources, Benefits Section at 7-3300 no later than the end of the workday on which the injury occurred.
3. **Accident Report Form** - For all cases, an accident report form (Form RM-2) must be completed by the employee, signed by the employee and the supervisor, and submitted to the Office of Human Resources (Benefits Section) by the employee **within 48 hours from the time of the injury/illness**, pursuant to New Jersey State regulations governing Worker's Compensation benefits. An original, signed Accident Report Form is required.

Copies of the form can be obtained at the Office of Human Resources or at the HR webpage under the section titled *Workers' Compensation*.

4. **Supplemental Report of Accidental Injury** – The employee is also required to complete a Supplemental Report of Accidental Injury Form and submit this to the Office of Human Resources along with the Accident Report Form, within 48 hours from the time of the injury/illness.
- 5a. **Non-Emergent Cases** - In the event that an employee sustains a work-related injury during normal business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.), the Office of Human Resources will make arrangements for a medical evaluation of all non-emergent cases. All University employees who are injured on the job shall receive an initial medical evaluation and treatment from Concentra, 606 Dowd Avenue, Elizabeth, NJ 07201, telephone number (908) 527-6334, fax number (908) 527-0322; Hours: Monday through Friday, 8 a.m. to 5 p.m. An Employer's Authorization for Examination or Treatment is required from the Office of Human Resources before treatment can be rendered.
- 5b. **Emergency Cases/After Hours** - In the event of a medical emergency or if medical treatment is required before or after the operating hours of Concentra, Campus Police must be contacted at 7-4800. Campus Police will arrange for all emergency care cases or matters occurring after hours to be sent to a hospital. Emergency care is defined as a life threatening condition so severe that medical attention is required or reasonably necessary to safeguard the injured employee's well-being.

Please note that these employees are still required to notify an immediate supervisor and the Office of Human Resources, and file an accident report form (Form RM-2) within 48 hours from the time of injury. A police report may not be used as a substitute for an accident report form.

6. **Post-Injury Notification** – After the injured employee has been treated, the Office of Human Resources shall again be contacted by the employee and advised as to: 1) The nature of the injury; 2) The extent of such injury; 3) The general nature of the treatment received for the injury; and, 4) The estimated time that the employee will remain out of work.
7. **Unauthorized Medical Treatment** - Employees should not seek treatment from their primary-care physician. Such treatment can be deemed unauthorized and the employee will be responsible for paying his/her medical bills.

8. **Failure to Comply with Reporting Procedures** - Employees who do not comply with these procedures will be responsible for paying their medical bills and may prejudice the work-related injury claim.
9. **Questions Regarding Notification Procedures** - If there are any questions regarding the reporting of work-related injuries, please contact the Office of Human Resources, Benefits Section at 7-3300.

Revised: October 17, 2019