

## Supervisor/Manager and Local HR Checklist for Workers' Compensation

This checklist outlines the steps Supervisors/Managers and Leave of Absence Specialists or Local HR Contacts should take to document a work-related injury, illness or accident and/or a potential work-related incident for purposes of Workers' Compensation. Harvard's third-party Workers' Compensation Administrator is PMA Companies (PMA), PO Box 5231, Janesville, WI 53547-5231 Phone: 1-888-476-2669, Fax: 1-800-432-9762

**Please note:**

In the event of a medical emergency, call 911 and the Harvard University Police Department (HUPD) at 617-495-1212.

**All work-related injuries, illnesses and accidents must be reported** as they may require regulatory reporting. Immediately notify the Environmental Health and Safety (EH&S) Department, 24 hours, 7 days per week through the Operations Center at 617-495-5560 in the event of one of the following occurrences:

- Fatalities;
- Any inpatient hospitalization;
- Any amputation or loss of an eye.

**Not reporting a work-related injury, illness or accident within the required time periods may result in penalties to the University.**

<b>When Notified of a Work-Related Injury, Illness or Accident SUPERVISOR/MANAGER Action Items</b>	
<input type="checkbox"/>	Help the employee receive first aid or seek medical attention, if necessary, when an employee informs you that he/she suffered a work-related injury, illness or accident.
<input type="checkbox"/>	<b>IMMEDIATELY UPON NOTICE OF A WORK INJURY/ILLNESS/ACCIDENT</b> , submit an Incident Report through <a href="#">PMA's Online Reporting Portal</a> or via the toll-free phone number, 1-888-476-2669. If you are unsure Contact your Leave of Absence Specialist or Local HR Contact for help submitting the report.
<input type="checkbox"/>	If reporting the incident through <a href="#">PMA's Online Reporting Portal</a> insert your email address and your Leave of Absence Specialist or Local HR Contact's email address in the Claim Information Email section on the Additional Comments tab to ensure you receive a copy of the claim report for your records.
<input type="checkbox"/>	Provide the employee with a copy of the <a href="#">Workers' Compensation Brochure</a> and <a href="#">Worker's Compensation At-A-Glance Summary</a> posted on <a href="http://hr.harvard.edu">http://hr.harvard.edu</a> under Contracts & Documents → Workers' Compensation.
<input type="checkbox"/>	Refer employee to PMA for an explanation of benefits and to answer questions he/she may have.
<input type="checkbox"/>	Contact EH&S immediately if an employee is admitted to the hospital, has an amputation or loses an eye within 24 hours post-incident. Contact EH&S immediately if informed an employee died within 30 days of an incident.
<input type="checkbox"/>	Contact your Leave of Absence Specialist or Local HR Contact to make arrangements for the absence, if the employee loses time from work.
<input type="checkbox"/>	Notify the employee of the following: <ul style="list-style-type: none"> <li>• He/she will receive an Acknowledgement Letter from PMA regarding the claim.</li> <li>• He/she will receive a call from their assigned Claims Adjuster at PMA to discuss the claim.</li> <li>• Contact their Leave of Absence Specialist or Local HR Contact about the incident and their absence.</li> <li>• If medical treatment isn't sought within the first 24 to 48 hours it may impact his/her potential workers' compensation benefit.</li> <li>• Personal medical insurance will not cover treatment for a work-related injury or illness. He/she should inform the medical facility that he/she was injured at work and should provide PMA's contact information to the medical provider for billing purposes (see address above).</li> </ul>

**When Notified of a Work-Related Injury, Illness or Accident  
LEAVE OF ABSENCE SPECIALIST AND/OR LOCAL HR Action Items**

<input type="checkbox"/>	Work with the employee and his/her Supervisor/Manager when notified of work-related injury, illness or accident to make arrangements for the absence.
<input type="checkbox"/>	Work with the Supervisor/Manager to ensure an Incident Report is completed immediately either via <a href="#">PMA's Online Reporting Portal</a> or by calling 1-888-476-2669. Depending on the school/department either the Leave of Absence Specialist or the Local HR Contact will submit the Incident Report or the Supervisor/Manager will be responsible for reporting the incident.
<input type="checkbox"/>	Send FMLA poster and Eligibility Form to the employee.
<input type="checkbox"/>	Create a separate leave file for the employee and keep it in a locked cabinet. Do not file leave related documentation in the employee's personnel file.
<input type="checkbox"/>	Notify the employee's Supervisor/Manager of the claim decision once a determination has been made (compensable or not compensable).
<input type="checkbox"/>	Send FML information and Designation Letter to employee.

**During the Leave  
LEAVE OF ABSENCE SPECIALIST AND/OR LOCAL HR Action Items**

<input type="checkbox"/>	Respond promptly to information requests from PMA.
<input type="checkbox"/>	Remind the employee that a Return to Work Note or Completed Work Capacity Form from his/her medical provider should be provided to PMA following all treatment.
<input type="checkbox"/>	Notify the employee that Return to Work Note or Completed Work Capacity Form must be received and approved by PMA and HR before returning to work.
<input type="checkbox"/>	Send Return to Work Note or Completed Work Capacity Form to Claims Adjuster at PMA and copy Benefits and Disability Specialist.
<input type="checkbox"/>	Involve University Disability Services (UDS) and PMA if employee requires special assistance with the return to work process and work with them for needed accommodations. Send job description to UDS.
<input type="checkbox"/>	Work with employee, Supervisor/Manager and UDS to address any requests for light duty, reduced work hours, or other accommodations. Requests for return to work accommodations must be provided, in advance, to the Leave of Absence Specialist or the Local HR Contact and UDS.
<input type="checkbox"/>	If the employee's claim is denied: <ul style="list-style-type: none"> <li>• If due to lack of information, follow-up with the employee to ensure the requested information is sent to PMA.</li> <li>• If for another reason – remind employee he/she may be eligible to submit a Short Term Disability (STD) claim to The Standard if the injury, illness or accident is not considered work-related. STD information is located on <a href="http://hr.harvard.edu/disability">http://hr.harvard.edu/disability</a> and on the HR Practitioner's Toolkit.</li> </ul>

**Following Return from Leave  
LEAVE OF ABSENCE SPECIALIST AND/OR LOCAL HR Action Items**

<input type="checkbox"/>	Verify you can see the employee's record in PeopleSoft/other administrative systems, after the employee returns to work from Workers' Compensation.
<input type="checkbox"/>	Review with the employee's Supervisor/Manager if he/she has PTO to be used if the employee has not returned to work after clearance to return.