



## XAVIER UNIVERSITY

### Workers' Compensation/On the Job Injuries

**Effective:** April 30, 2008

**Last Updated:** April 30, 2008

**Last Reviewed:** March 29, 2023

**Responsible University Office:** Human Resources

**Responsible Executive:** Associate Vice President for Human Resources

**Scope:** All University Employees

#### A. POLICY

Xavier University staff members are covered by the Worker's Compensation Laws of the State of Ohio. Worker's Compensation Insurance provides the employee with a percentage of their average earning, when they are off work due to a work-related injury or illness.

#### B. PROCEDURE

1. Employees should report an injury to their supervisor or the person in charge as soon as possible.
2. Complete an *Injury/Illness Report* at:

<http://www.xavier.edu/hr/forms/injuryillnessreport.pdf>

If seeking medical attention, complete paperwork for Workers' Compensation. Contact the Office of Human Resources for paper work and claims consultation.

