

Workers' Compensation



REPORTING A WORK RELATED INJURY

Workers' Compensation Insurance is provided for all employees.

It is our intent to provide a safe work environment for our employees, however we are aware accidents and injuries do occur. It is equally as important for you to know how to handle an accident or injury.

Should you experience an accident or injury on the job, please see the steps listed to the right or use the link below for guidance.

Ctrl +Click below to view the process:

[Documents\Workers Comp\Workers Compensation Process Map.pdf](#)

WHAT SHOULD I DO IF INJURED ON THE JOB?

Step 1. If the accident/injury occurs after normal business hours or immediate medical attention is needed contact Public Safety 404-525-6401 or dial 911. (Proceed to step 3 after medical attention has been provided.)

Step 2. If the accident/injury occur during normal business hours and emergency care is not required move to step 3.

Step 3. Notify your supervisor & the Office of Human Resources immediately (within 24 hours). Even if the injury appears minor, report it.

Step 4. Complete and submit the Employee Report of Injury form to the Office of Human Resources within 24 hours. **Ctrl + Click link below for this form.** [First Report of Injury Form.docx](#)

Step 5. Seek prompt medical attention from the approved panel of physicians (list available in the commons area of your buildings or in the Office of Human Resources).

Step 6. Carry a copy of the authorization form to the physician when seeking medical care.

Step 7. Provide your supervisor & Human Resources with a statement from the attending physician regarding your work status.



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