



Workers' Compensation Program	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy specifies the workers' compensation program at East Tennessee State University.

Policy Statement

I. Determination of Status.

The Tennessee Workers' Compensation Act dictates when an individual qualifies for workers' compensation if the individual is injured on an ETSU campus or while working for ETSU.

II. Employee Responsibility.

An employee's injury may be covered under the state's workers' compensation program; the employee must file a claim with the state's workers' compensation provider. For detailed information on how to file a claim, the employee should review the [Workers' Compensation Website](#). The employee must follow the state's requirements, including meeting all reporting deadlines, when filing a claim or reporting an accident. If an employee, including student workers (classified as Regular Student Worker Program/RSWP only), is in an accident, the employee must report the accident to the immediate supervisor and the Office of Human Resources as soon as possible. If a visitor or student has an accident on campus, and/or damage to property, they should report the accident and/or damage to the Office of the Comptroller.

If an employee fails to file an accident report and/or a claim within the state's required timeline, the state may deny the claim. ETSU does not have control or input on whether a claim is approved or denied.

Previous Policy: PPP-08 Injuries on Campus/Worker's Compensation Program

Authority: Division of Claims Administration of the State of Tennessee

Defined Terms

Policy History

Effective Date:

Revision Date:

Procedure

I. Reporting Life Threatening injuries.

For life threatening injuries, call 911 immediately. After receiving appropriate treatment and as soon as it safe to do so, report the injury to the 24/7 Call Center at: 1-866-245-8588.

II. Other injuries.

For non-life threatening injuries, call your supervisor immediately. You and your supervisor are required under state law to contact the 24/7 Call Center at: 1-866-245-8588. Select option #1 to speak to a nurse for immediate care.

Procedure History

Effective Date:

Revision Date:

Related Form(s)

Scope and Applicability

Primary:

Secondary: