



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

Supervisors' Guide to Workers' Compensation

Supervisors of employees at Abraham Baldwin Agricultural College have responsibilities for the safety of their employees. They should ensure employees understand the importance of workplace safety, monitor for unsafe conditions and unsafe acts, investigate workplace accidents and near miss incidents, and to take corrective actions to ensure the safety of their employees.

If an employee is injured on the job, they have certain rights, benefits and responsibilities. Abraham Baldwin Agricultural College as the employer also has obligations and responsibilities regarding employees and workplace injuries.

The main focus of Abraham Baldwin Agricultural College is to assist job-related injured workers in receiving immediate and quality medical care, to administer workers' compensation claims from the initial injury until the closing of the claim, and to safely return lost-time employees to productive employment. We believe that a healthy, safety conscious and productive company is the result of health, safety conscious and cooperative employees.

The following process steps document Supervisor and Employee responsibilities in the event of a workplace injury:

1. The Supervisor should ensure immediate care of an injured employee. If it is an emergency, the employee should go to the nearest emergency center or the Supervisor should call 911 to have the employee transported to the nearest emergency facility.
2. If not an emergency, the employee should contact Managed Care at 1-800-900-1582 or 1-678-781-2848 to obtain medical treatment by an approved provider.
3. If medical treatment is **not** required, the Supervisor should complete the Incident Notice Form located on Human Resources' website.
4. If medical treatment is required, the Supervisor should have the employee complete the Employee Report of Injury Form, and the Supervisor should complete the Supervisor's Accident Investigation Form located on Human Resources' website. Please submit these to Human Resources as soon as feasible. Supervisor should retain copies of all forms.
5. If medical treatment is required, the Supervisor should call and report the incident to DOAS at 1-877-656-7475 within 24 hours of an accident (do not report non-medical treatment injuries to this number). You will need the following information when you call:
 - Name, address, Social Security Number, Age and Sex of Injured Employee
 - Name of Employing Agency, Address and Telephone #
 - Date, Time and Description of Accident (How, Where, Why)
 - Part of Body Injured and Type of Injury (cut, scrape, burn, etc.)
 - Hourly/Weekly/Monthly Wage
 - Name and Address of Physician/Hospital
 - Has Injured Employee Returned to Work
6. The Supervisor should report all safety incidents including injuries and serious near miss accidents to Human Resources at (229) 391-4887.