

Reporting Incidents and Understanding the On-The-Job Injury Program



AUBURN UNIVERSITY

RISK MANAGEMENT & SAFETY

Our mission is to provide support for education, research, and outreach while reducing risks and minimizing the impact of loss to Auburn University. Key services include:

- Risk Assessment and Consultation
- Risk Financing
- Claims Management (Auto, General Liability, OJI, Property)
- Contract Management
- Oversight of
 - Threat Assessment
 - Minors on Campus Policy
 - Alcohol Exemption Request
 - Fleet Safety Policy
 - Student/Employee Renters Insurance
- Place Insurance Coverages and Issue Certificates of Insurance



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Risk Management & Insurance

- Visit auburn.edu/rms/pm/claims to report a new claim/incident
- On-The-Job-Injury
 - Work-related injury
- Auto Physical Damage
 - Damage to an Auburn University owned, rented or leased vehicle
- Auto Liability
 - Damage or bodily injury caused by operation of an Auburn University owned, rented or leased vehicle
- General Liability
 - Bodily injury or property damage liability arising from ownership or use of buildings or premises or university operations
- Property
 - Damage to a University building, contents, or equipment

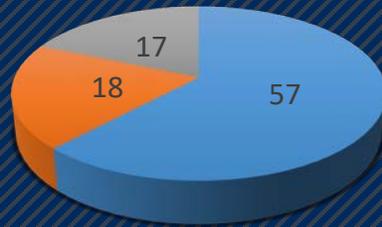


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Incident Entry Portal

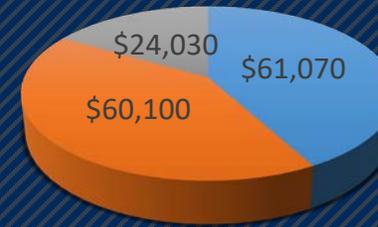
- You are driving a University vehicle on University related business when your car collides with a stopped car at an intersection. The passenger of the other vehicle had to be transported to EAMC. There was significant damage to the other parties' vehicle and no damage to the university vehicle.

**Auto Liability Frequency
FY12 - FY18**



■ Backed into Vehicle/Object ■ Rear-ended
■ Failure to Yield Right of Way

**Auto Liability Severity
FY12 - FY18**

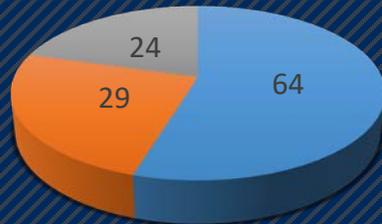


■ Backed into Vehicle/Object ■ Rear-ended
■ Failure to Yield Right of Way



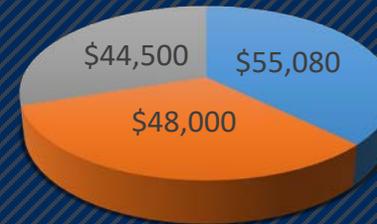
- You are driving a university vehicle on University related business. While backing out of the parking lot your car collides with a light pole. No one was injured but there was damage to the university vehicle.
- Rental Vehicles

**Auto Physical Damage
Frequency Fy12 - FY18**



■ Backed into Vehicle/Object ■ Struck Stationary Object
■ Glass/Windshield

**Auto Physical Damage Severity
FY12 - FY18**

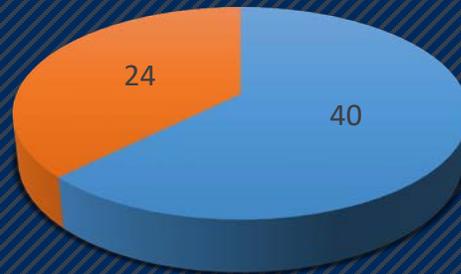


■ Struck Stationary Object ■ Upset/Overturn
■ Backed into Vehicle/Object



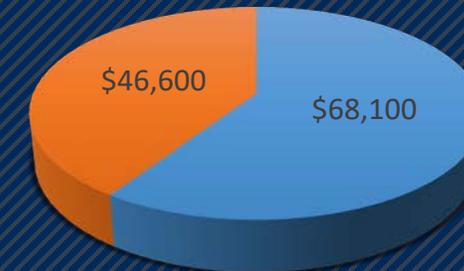
- Maintenance has just mopped the floor in Leach Science Center. They forget to put up a wet floor sign warning others of the slippery floor conditions. A student walks into Leach, slips on the wet floor, and breaks his/her leg. You are a witness to the accident and asked to report the incident.

**General Liability Frequency
FY12 - FY18**



■ Slip/Trip/Fall ■ Object from Lawnmower/Weedeater

**General Liability Severity
FY12 - FY18**



■ Breach of Contract ■ Slip/Trip/Fall



- A burner was left on and a fire started in one of the labs at Allison. There wasn't any significant damage to personal property. However, there was damage to the building.

**State Property Frequency
FY12 - FY18**



**State Property Severity
FY12 - FY18**



- While on the job you fall off a ladder hurting your back. Your injuries are serious and you are taken to EAMC.



On-the-job Injury Claim Scenario & Statistics

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What is the OJI Benefit Program?

- It's NOT Workers Compensation. It IS a benefit.
- As a benefit any lost time wages you receive if you are out of work are NOT tax exempt, therefore normal taxes and deductions will be deducted from the paycheck.



Who is eligible to participate?

- All AU employees as defined by the Auburn University Faculty Handbook and the Personnel and Policy Procedures for Administrative Professional and University Staff.
- This includes TES workers, student employees, part time and full time employees.
- Injury must occur in the scope and course of your employment duties as an employee of Auburn University.



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On-the-Job-Injury Benefit Program

What Immediate steps should be taken upon injury?

- Treatment should be sought from the Auburn University Medical Clinic if during regular business hours. If outside of normal business hours seek treatment from a primary care Blue Cross Blue Shield PPO Physician.



- If an emergency, seek medical attention from the nearest Emergency Room.
- The employee should notify his/her supervisor of the accident/incident as soon as possible and report the accident/incident within 72 hours in the incident entry portal at:
<https://cws.auburn.edu/rms/pm/claims>



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On-the-Job-Injury Benefit Program

Important Information regarding OJI benefit claim's



- Employee's or employee's spouse's health insurance is primary.
- All insurance, including Medicare if applicable, must be filed and paid or declined before Auburn's OJI program will pay.

Medical expenses, including prescription drugs, not covered by medical insurance should be submitted to the claims adjuster for consideration of payment.



On-the-Job-Injury Benefit Program



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Reporting an OJI lost wage benefit claim



- Employee MUST notify his/her supervisor and the claims adjuster that he/she wishes to apply for lost wage benefits.
- Employee must provide Risk Management and the claims adjuster with a physician's statement certifying the employee is unable to work because of the work related injury.
- Time lost from work due to an on the job injury may be charged to accrued sick and/or annual leave or may be paid through the OJI Program at 66 2/3 % of employee's regular rate of pay at the time of the accident not to exceed the maximum weekly rate set annually by law.
- No OJI Lost Wage benefits for the first three (3) work days following the accident/incident. Sick or annual leave, or leave without pay for these three (3) days. The injured employee MUST notify the person responsible for preparing payroll in their division/department that they wish to apply for annual leave, sick leave or lost wage benefits.



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On-the-Job-Injury Benefit Program

Reporting Lost Time for an Injured Employee to Payroll and Risk Management

- The last week of a payroll time period an email containing a link will be sent to the employees supervisor.
- The supervisor should open the link within 4 days and enter the employee's information and the time missed from work for that pay period and click the save button.
- The supervisor should also enter any time the employee missed from work during that pay period in Kronos as OI time.
- The hours for both AU Payroll and Risk Management MUST be the same.



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On-the-Job-Injury Benefit Program

What if a claim is denied completely or in part?



- The employee may file a claim with the Alabama State Board of Adjustment.
- The claim will be subject to Statute of Limitations set by the Alabama State Board of Adjustment.



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On-the-Job-Injury Benefit Program

Risk Management and Safety website

- <https://cws.auburn.edu/rms/>

Staff Directory

- <https://cws.auburn.edu/rms/pm/RMSStaff>

We are located in the Facilities Management Complex

- 1161 West Samford Ave, RMS Building #9

334-844-4870



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Need Help?

QUESTIONS?



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