

# RETURN TO WORK

## Modified work and staying at work

Staying at work or getting back to work quickly after an injury is a priority. Maintaining your ongoing contribution to the University's mission assists with your recovery, and reduces workers' compensation costs.

Due to your work related injury or illness, you may be assigned to modified work. Providing modified work as part of the University's Return to Work Program is separate from the University's requirements to provide disability accommodation. Modified work is at the University's discretion and dependent on the University's needs. Modified work may be different than your normal job duties.

You are encouraged to participate in the process of identifying tasks that could be integrated into a temporary work assignment. You should talk to your supervisor to identify work that may fit within your restrictions. Temporary, modified work due to work-related accident or illness requires a release from your treating physician.

Your assignment to modified work requires a release from your doctor. Claim Services will prepare a modified duty job description and submit it to your doctor.

Claim Services and your supervisor will work with your doctor to adjust the job description to encourage proper fit during your recovery. Claim Services will work with your L&I Claim Manager to facilitate proper processing of your claim.

Labor & Industries provides financial incentives to University departments for workers in modified duty assignments. More information is available on the Claim Services website.

## UW Policies

Environmental Health and Safety Services:  
[www.washington.edu/admin/rules/policies/APS/TOC10.html](http://www.washington.edu/admin/rules/policies/APS/TOC10.html)

The University's Policy on Reasonable Accommodation of Employees with Disabilities APS 46.5, Section 1:  
[www.washington.edu/admin/hr/polproc/accommodation/accomrequestproc.html](http://www.washington.edu/admin/hr/polproc/accommodation/accomrequestproc.html).

For more information check the Claim Services website at [risk.uw.edu/](http://risk.uw.edu/)

### For an electronic version of this brochure:

[https://risk.uw.edu/sites/default/files/WC\\_Brochure.pdf](https://risk.uw.edu/sites/default/files/WC_Brochure.pdf)

Phone callers with hearing and speech disabilities can also contact offices through their preferred relay service.

## A Workers' Compensation Guide for All University Personnel

# Injured at Work?



UNIVERSITY of  
WASHINGTON

## WORK SAFE

The University of Washington values the safety, health, and well-being of all those in the UW community.

University policies and processes are in place to foster a safe and healthy working environment, to comply with relevant laws and regulations, and to provide for prompt care and return to work.

No one knows your job better than you do. So, when you experience a work-related injury, we expect you to be a full partner in your recovery, rehabilitation, and return to work.

If you become injured on the job and need medical attention, the University (with the help of your supervisor, the Claim Services staff, and Human Resources) will be directly involved in helping you get what you need to recover and return to work. Your supervisor may immediately take you to the doctor or hospital, assist you with filing the needed reports, and be involved in the subsequent accident investigation.

## CONTACTS AND RESOURCES

**WA State Labor and Industries (L&I)**  
1-800-LISTENS (547-8367)

### Claim Services

- 206-543-0183
- [workcomp@uw.edu](mailto:workcomp@uw.edu)
- [Risk.uw.edu/wc](http://Risk.uw.edu/wc)

## REPORT IT

Seek Medical Attention,  
then File a Report

Seek medical attention right away. If you are injured at work, go to the health care provider of your choice, or if needed, the emergency room. You may want to consider seeking treatment from a provider who specializes in occupational medicine.

Even if you don't need medical attention, make sure that all accidents and work-related injuries are reported to your supervisor as soon as possible.

The University's internal incident report (Online Accident Reporting System or OARS) is available via the Environmental Health and Safety (EH&S) website or, if you work in a UW hospital or healthcare setting, a Patient Safety Network (PSN) report must be filed. These internal reports are specific to the University and **will not initiate a workers' compensation claim** (see File a Claim.)

This allows the University to conduct an accident investigation in a timely manner and to identify and correct any existing safety and health hazards.

### To File an Internal Incident Report with UW:

[ehs.washington.edu/ohsoars](http://ehs.washington.edu/ohsoars)

### For UW Medicine Personnel:

The icon to access the PSN program is available from any computer desktop in the medical centers.

## FILE A CLAIM

When Medical attention is  
needed for a workplace injury

While seeking initial treatment for your work-related injury, you and your doctor should complete an L&I Report of Accident (ROA) form. Your doctor will file this report with L&I and will give you a claim number. Once L&I receives your claim, a Claim Manager will be assigned.

You can also file an ROA online at [Ini.wa.gov/ORLI/ECS/FileFast.asp](http://Ini.wa.gov/ORLI/ECS/FileFast.asp) or by phone at 1-877-561-3453.

The Employer's portion of the ROA will be sent by L&I to Claim Services at the University. If your doctor certifies time off of work, contact Claim Services. Claim Services will send the necessary information to L&I.

Close communication is the key! Staying in touch with your supervisor, your L&I Claim Manager and the UW's Claim Services will reduce delays and expedite claim processing.

If you are working at reduced hours or pay, contact your L&I Claim Manager and ask them to send Loss of Earning Power forms. UW Claim Services is the **only** University department authorized to complete and sign the employer section of this form.

