



**Rowan College  
of South Jersey**

Policy: 7111  
Title: **WORKERS' COMPENSATION**  
Area: Human Resources  
Approved: 07/01/19

The College provides Workers' Compensation insurance to all employees for work-related illnesses and injuries. Employees who are injured or become ill arising out of or in the course of their employment, must follow the steps detailed in the administrative procedure (see administrative procedure *7111 Workers' Compensation*).

It is essential that immediate notification be made to the employee's supervisor and the Executive Director, Human Resources (HR). Campus Security should also be notified if the patient requires first aid or must be transported via ambulance.

It is imperative that the Exhibit Z – Report of Job Accident form is completed and submitted as soon as is practical. This includes incidents where treatment or evaluation do not appear to be necessary at the time (slips, trips, falls, struck by a moving object, etc.), but the injury does not resolve over the next several days and warrants medical evaluation. The Supervisor Incident Investigation Report must be completed and submitted within three (3) business days.

HR will inform the employee of his/her responsibilities, benefits, and/or reasonable accommodation.

References:

Rowan College of South Jersey Administrative Procedure, *7111 Workers' Compensation*

NJ Workers' Compensation Law, Title 34, Chapter 15, Articles 1-10, Inclusive (R.S. 34: 15-1 to R.S. 34: 15-142) as amended and supplemented

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