



College of Engineering
UNIVERSITY OF WISCONSIN-MADISON

Workers Compensation Process

1. Injury occurs to employee.
 - a. Employee seeks medical attention, if needed.
2. Employee reports injury to Supervisor soon as possible (ASAP); within **24 hours** unless injury prevents reporting.
3. Supervisors of injured personnel shall inform Departmental Administrator (DA) of incident.
 - a. In the event of a serious injury (likely to require hospitalization), the supervisor should contact their DA with any details ASAP.
 - b. The DA should contact the following people:
 - i. Department Chair
 - ii. Jason Jankoski, Assistant Dean for HR
 - iii. Tom Kohn, Director for Safety
4. Supervisor provides [UWS/OSLP-1Emp form. EMPLOYEE'S WORK INJURY AND ILLNESS REPORT](#) to employee.
5. Supervisor reviews Employee's Work Injury and Illness Report with employee.
6. Supervisor completes their portion of the [UWS/OSLP-2 Supervisor and Safety Coordinator Investigation Report for Injury or Illness](#) and sends both documents to the DA.
7. DA sends all forms to their assigned HR representative in CoE HR.
8. CoE HR sends the incident information to Tom Kohn.
 - a. Tom shall contact supervisor and/or employee for site visit, incident review, and any photos.
9. CoE HR sends documents to UW Risk Management.
10. Tom shall follow up on safety issues with the supervisor.