

WORKER COMPENSATION PROCEDURES FOR KEAN EMPLOYEES @ OCC

Any Kean employee who is injured while working at OCC will be medically treated/evaluated as any other OCC employee, visitor or student. Ocean County College's first responder will be a Security Department member. All first responders are trained to provide first aid, evaluate medical conditions and call for additional medical assistance.

1. The first responder will provide first aid and assess the need for any additional medical services.
2. If the situation is urgent, an ambulance will be called.
3. Kean employees will follow the On-the-Job Injury Reporting Procedures available on the Human Resources webpage and will complete an Accident Report Form. Dr. Stephen Kubow, the contact person between the employee and Kean University, will be responsible for signing the Accident Report Form.
4. The Security Department member of OCC will prepare an incident report and fax/forward a copy to Dr. Kubow at 732-255-0465, the Kean Office of Human Resources and the appropriate personnel at OCC. The completion of the report is required for all incidents at OCC which maintains a record for the college's liability insurance and safety reports.
5. The injured employee will communicate all treatment/follow up/problems with Dr. Kubow, Kean's workers' compensation carrier or Human Resources.
6. Kean University will be responsible for notifying all Kean employees working at OCC of the workers' compensation procedure.

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