



Common Questions about Workers' Compensation

Why is completion of an employer's Accident Reporting Form necessary? Do I need to report minor injuries?

Employers are required by law to report work related injuries to the Department of Labor and the District of Columbia. Filing an Accident Reporting Form and DCWC Forms 7 & 7A protect the employee and preserve their rights under the law. What you may consider a minor accident now, could develop into a major problem a few weeks, or months, later. Report ALL on the job injuries to your supervisor as soon as possible.

Who is responsible for completing the Accident Reporting Form? When should it be completed?

The law considers notification to a supervisor sufficient notice to the employer. THE SUPERVISOR IS THE EMPLOYER. The employee has a responsibility to report the injury, and assist the supervisor in completing the Accident Reporting Form. This must be done as soon as possible after discovery of a work related injury or illness. District of Columbia law requires the employer to send a copy of the Employer's First Report of Injury to the District within 14 days of the date of injury.

What is Workers' Compensation?

Workers' Compensation is a form of no-fault insurance that is designed to cover work-related injuries and illnesses arising out of and in the course of employment with the University. It is a statutory benefit in the District of Columbia and the cost is fully borne by the University. Because this is an insurance program fully funded by the University, injuries and illnesses claimed to have arisen on the job are subject to investigation and dispute. Reimbursement of medical expenses and lost wages are standard benefits that are paid only after it is determined that the injury or illness did in fact arise out of and in the course of the individual's employment.

Who is eligible for Workers' Compensation benefits?

All full-time, part-time and wage account employees of the George Washington University are eligible for Workers' Compensation benefits.

What injuries or illnesses are covered by Workers' Compensation?

If the injury or illness is work-related, then it is covered under Workers' Compensation. To be work-related, the injury or illness must arise from and be suffered in the course of employment. There must be a cause/effect relationship between the job and injury. Accidents occurring on University property during the normal work day are usually considered work-related. Occupational illnesses originating on the job such as skin dermatitis, and cumulative trauma conditions are also covered by Workers' Compensation. Accidents occurring on University property before or after working hours or, during lunch break are not compensable. Injuries suffered away from the University by employees engaged in University business are compensable.

What if an injury does not warrant seeing a physician?

Many injuries do not require anything other than minor first aid treatment such as cleaning and dressing a wound. Not every injury should be seen by a physician. Still, every injury should be reported and a claim established to allow future medical attention should it be necessary.

Where should an injured University employee go for medical treatment?

Although any physician on the panel of physicians approved by the District of Columbia can treat an injured employee under Workers' Compensation, the policy of the University is to direct employees to the Student Health Service located 2141 K Street, NW, Suite 501, Washington, DC. Employees with repetitive motion injuries should contact the Medical Faculty Associates Department of Orthopedic Surgery to schedule an appointment (202-741-3300.) Serious injuries requiring immediate medical attention should be directed to the George Washington Hospital Emergency Room.



Where can I get the forms to file a Workers' Compensation claim?

All forms necessary for reporting a work-related injury or illnesses and establishing a Workers' Compensation claim are included in the **GWU Accident Reporting Kit** which all supervisors should have on hand. Accident Reporting Kits can also be obtained through the Risk Management Office by contacting [Thelma Wright](#) at 994-3265.

How does the University handle lost time due to on-the job injuries?

The day an employee is injured is not considered to be lost time. The employees should be paid for the full day by their respective department. It is very important that if a physician recommends time off for the injury, the employee's supervisor must be made aware of this as soon as possible. Additionally, injured employees who are absent from work must furnish written documentation from a physician explaining the reason for the absence, the period the absence is to cover, and a projected date for return to work.

How does a lost time injury affect my leave?

If a work-related injury or illness requires the employee to be off the job for less than 14 days, the first three days following the day of the injury will be covered by accrued sick leave, annual leave, or when there is insufficient leave accrued, leave without pay. The remaining time off the job will be covered by Workers' Compensation. If the injury requires the employee to be off the job for 14 or more days, the entire period following your injury is covered by workers' compensation. After 30 consecutive days of absence from work, injured employees will no longer accrue sick or annual leave. Employees will also be responsible for paying the entire premium for their Health Insurance and Group Life Insurance if they are out of work for 30 consecutive days or more.

What happens if I use sick leave or annual leave to cover the time lost to a work-related injury?

An employee cannot receive compensation from the University and our insurance carrier for the same period of time missed from work. If the employee is charged sick or annual leave to cover time lost in lieu of Workers' Compensation, the University will reimburse his or her leave at a rate of 2/3 days for each day missed.