



Warren Wilson
COLLEGE

Worker's Compensation Guidelines

If you are an employee (student worker, staff or faculty) and are injured while working, you are eligible for worker's compensation benefits. Please follow the guidelines listed below if you are injured while working at Warren Wilson College:

- If the injury is life threatening, call 911.
- Report the injury to your supervisor as soon as possible.
- Complete the work injury report form as soon as possible. Human Resources will only call in the claim after we receive the injury report form.
- When seeking medical treatment, please use a preferred provider referenced in the "Injured at Work" graphic.
- Make sure to tell the medical provider that this is a work related injury.
- If you are placed on work restrictions after seeking medical care, make sure your supervisor and Human Resources have documentation of those restrictions, and any future changes to those limitations or restrictions including written documentation that you are cleared for full duty.
- Please comply with inquiries from Travelers Insurance, our worker's compensation insurance provider, as they are required to investigate all work related injuries.
- Please reach out to Human Resources if you have additional questions by calling 828-771-7043.

For more information about workers' compensation in North Carolina, please visit <http://www.ic.nc.gov/faqs.html>