

Make your workstation work for you!

A workstation ergonomic assessment will assist you in adjusting your work area to prevent fatigue and discomfort.

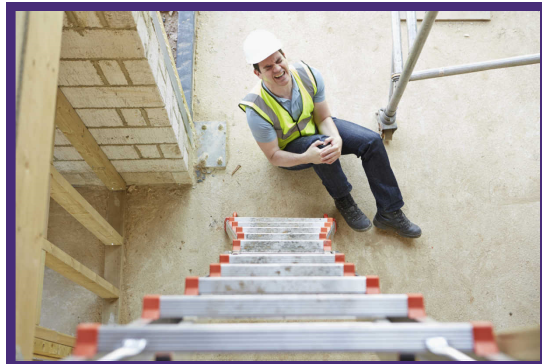
1. Your seating and arm position will be reviewed.
2. The setup of your desk and computer equipment will be reviewed.
3. Recommendations will be made to improve your set up.

To schedule an appointment, contact the Risk Management & Safety office at x5723, or by email at riskmgmt@uww.edu

Worker Compensation

"What do I do if I have a workplace injury or illness?"

Report the injury or illness to your supervisor immediately and get medical treatment if necessary. It is your responsibility to report the injury or illness to your supervisor. Complete the Employee's Work Injury and Illness Report. Your supervisor will complete the Employer's First Report of Injury or Disease and the Supervisor's Report Form.



Worker Compensation

Supervisors are responsible for reporting the injury or illness to the Risk Management and Safety office by telephone as soon as possible.

Under the worker's compensation act, employees have their choice of medical provider, however, not all injuries and illnesses that occur in the workplace are compensable. Therefore, it is always recommended that a medical provider within the employee's personal health insurance network is utilized.

If medical treatment is required, inform the provider that the injury or illness occurred at work and to submit all billings and correspondence to Risk Management & Safety, UW-Whitewater, 800 W. Main St. Hyer Hall Room 330, Whitewater, WI

If you have any questions about reporting or procedures contact our office at x1856 or visit our web site: www.uww.edu/adminaffairs/riskmanagement/work-comp

Environmental Health,
Risk Management, Safety and Loss Control
Hyer Hall Room 330
Phone (262) 472- 1856
Fax (262) 472-5668
Email: riskmgmt@uww.edu
www.uww.edu/adminaffairs/riskmanagement/

Risk Management and Safety

We work to preserve the human and physical assets of the University by anticipating, recognizing, evaluating and controlling loss.

LIABILITY PROTECTION

DRIVER AUTHORIZATION

SAFETY TRAINING

ERGONOMIC ASSESSMENTS

WORKER COMPENSATION



INTRODUCTION

The office of Risk Management & Safety provides services to all UW-Whitewater employees in the areas of occupational safety, workers compensation, risk management, hazardous waste, loss control and driver authorization.

Field Trip Form vs Hold Harmless Form

Field Trip Forms: Request this form for Class Required Field Trips.

Hold Harmless Forms: Request this form for University sponsored events in which participants will be leaving campus or partaking in an on-campus activity in which an injury is more likely to occur; example includes, but are not limited to:

5k/Fun Runs

Music Festivals

Move-In Day Volunteers

Team Building Obstacle Course

Student Org Conferences/Activities

Pie-in-the Face/ Dunk Tank Volunteers

Driver Authorization

Employees, students or volunteers must complete an electronic Vehicle Use Agreement (VUA) to be authorized to use a state vehicle, leased vehicle, or personal vehicle on state business.

Information can be found at:

www.uww.edu/adminaffairs/riskmanagement/vehicle-and-driving

When determining if employees, students, or volunteers should drive a state vehicle, leased vehicle, or personal vehicle on state business please remember it is appropriate to drive when the purpose fits the mission of the university or **any** official business of the university is carried out as a result of the trip.

Safety Training

Our department facilitates the delivery of a comprehensive array of computer-based occupational and environmental health and safety training courses to help supervisors meet their workforce safety training requirements.

We encourage supervisors to contact our department to help create customized training solutions for their workforce. Most courses require 45 to 60 minutes to complete. Several courses are recommended for all our "blue collar" employees, including: safety orientation, back safety, asbestos awareness, ergonomics, hazard communication, and fire safety. Many of these, along with some of the courses listed, are required by state and federal laws for many jobs on campus.



Safety Training *(continued)*

Supervisors and managers are responsible for their workers' compliance with all safety rules and regulations.

Contact our office for a complete listing of available courses. Sample of available computer based training courses:

Walking-Working Surfaces	Laboratory Emergencies
Powered Hand Tool Safety	Bloodborne Pathogens
Hazard Communication	Confined Space Entry
Respiratory Protection	Asbestos Awareness
Hearing Protection	Lockout/Tagout
Defensive Driving	Aerial Lift Safety
Safety Orientation	Electrical Safety
Office Ergonomics	Ladder Safety
Spill Prevention	Mower Safety
Fall Protection	Back Safety
Personal Protective Equipment (PPE)	Fire Safety
	Heat Stress

