

WORKERS' COMPENSATION MANUAL

For University of Houston Personnel

A publication of the

ENVIRONMENTAL HEALTH & RISK MANAGEMENT

www.uh.edu/plantops/ehrm

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PREFACE

Filing a workers' compensation claim is often a very tedious, time-consuming process for both the employee and the supervisor. This manual has been produced to simplify the process and better equip departments in providing supervisors with general information concerning Workers' Compensation, the State Office of Risk Management (SORM), and responsibilities for all parties involved in the workers' compensation process and detailed information for completing the paperwork involved.

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The University of Houston's Environmental Health & Risk Management wishes to acknowledge the use of the following as references in the production of this manual: The State Office of Risk Management Claims Coordinator Handbook and the Texas Workers' Compensation Commission Risk Management For State Agencies, Volume III, Workers' Compensation Exposures.

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HELPFUL TELEPHONE NUMBERS & USEFUL INFORMATION

Environmental Health & Risk Management	(713) 743-5858
Workers' Compensation Claims Coordinator	(713) 743-8024
	Fax: (713) 743-8035
State Office of Risk Management (SORM)	(512) 475-1440
	(877) 445-0006
Texas Workers' Compensation Commission	East (713) 943-0800
	West (713) 880-0206
University of Houston Police Department	(Emergency) 911 or
	(713) 743-3333
	(Non-emergency) (713) 743-0600

- EHRM hours: Monday through Friday 7:30 a.m. – 5:00 p.m.
- In the event of an after-hours emergency: Contact the University of Houston Police Department. The Environmental Health & Risk Management maintains an on-call mechanism to provide expertise in the event of an after-hours situation requiring assistance.
- EHRM offers other services in addition to workers' compensation, indoor air quality monitoring and assessment, hazard communication training and radiation safety training. Please contact us for a complete course listing.

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