

## **II. UNIVERSITY OF HOUSTON RESPONSIBILITIES**

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The university is required to fully cooperate with the State Office of Risk Management in any way that may be required to properly administer the state employees' workers' compensation system.

**The University of Houston is considered the employer of record for workers' compensation purposes for claims since September 1, 1995. As employer, the university has certain responsibilities. Among these responsibilities are:**

#### **A. Sending timely notices, reports and information.**

The University is required to give notices, make reports and otherwise transmit information to the SORM and the commission concerning on-the-job injuries in a timely manner. Most of these notices and reports must be given or made within a certain time period after the event or occurrence. Time frames are described in more detail in the section concerning the filing of specific forms.

#### **B. Designating a Claims Coordinator.**

The university is required to designate one or more Claims Coordinators and must report SORM any change in this designation. Currently, the university has one full-time Workers' Compensation Claims Coordinator on staff of Environmental Health and Risk Management.

#### **C. Complying with State Office of Risk Management and TWCC rules.**

The university must comply with all rules enacted by the division as well as those of the Texas Workers' Compensation Commission. The university is required to make a record of all injuries sustained by employees in the course of employment and retain those records for a minimum of one year.

#### **D. Keeping adequate records.**

The university must keep a record of all injuries sustained by employees in the course of employment. Commission Rule 120.1 states that agencies must maintain records "until the expiration of five years from the last date of the year in which the injury occurred or the period of time required by Occupational Safety and Health Administration standards and regulations, whichever is greater. Occupational disease records may be required to be kept 30 years beginning from the date an employee is terminated. Various written reports also must be filed with SORM.

#### **E. Notifying the Workers' Compensation Division if the injury is fatal.**

The university must immediately notify SORM by telephone of any fatality in addition to filing the required first report of injury.

**F. Posting required notices in the workplace.**

Commission rules require that an employer who has workers' compensation insurance coverage post certain notices in the workplace (Texas Administrative Code 110.10).

**G. Developing health and safety programs and return-to-work programs.**

The University has developed health and safety and return-to-work programs in compliance with the legislative mandate. These programs promote the health and safety of university employees and assist injured employees with early return to work. These programs also comply with the State Office of Risk Management's guidelines (Section 412.0025 of the Texas Workers' Compensation Act and Section 1.56 of House Bill 1089).