

Graduate Assistant On-the-Job Injury (OJI)

If a graduate student is injured while performing duties as a Graduate Assistant student employee, said student should be seen by USA Student Health Services. Serious injuries should be sent to the emergency room of the University of the South Alabama Medical Center. If time is of the essence, based on the severity of the injury, the graduate student employee may be taken to the nearest emergency department. If the graduate student sustains an injury that is not serious enough to warrant emergency room treatment, and wishes to be considered for OJI benefits by the University, the graduate student must report to the USA Student Health Services for treatment.

1. An Accident/Incident Report must be completed by the Graduate Assistant's supervisor/mentor within 72 hours of an on-the-job injury. For this reason, an on-the-job injury must be reported immediately to the student's supervisor/mentor. The supervisor/mentor will forward the completed form to USA's Risk Management Office, CSAB 216 and a copy of the form should be sent to the Graduate School, AD 300. The Employee Accident/Incident Report Form is located on the website at www.southalabama.edu/hr/applicationforms.html.
2. All claims for property damage and/or medical expenses not paid by the University or the graduate student's insurance may be filed by the graduate student with the State Board of Adjustment. Approval by the State Board of Adjustment is based upon an investigation of the accident by University officials and a determination by the State Board that the accident occurred while on the job. A letter explaining the State Board's claim filing procedures and requirements along with the appropriate claim forms can be obtained by the graduate assistant at USA's Office of Risk Management, CSAB 216.