

Work Related Injuries Policy & Procedures

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POLICY

Employees are to report all work related injuries to a supervisor.

In a Medical Emergency situation, the employee is to proceed immediately to the nearest emergency facility. After the employee has been stabilized, the employee is to notify a supervisor.

In a Non-Emergency situation, the employee is to contact a supervisor immediately and the employee will be instructed to go the nearest Bethesda Care Occupational Medicine Center* for treatment and evaluation. This medical procedure is paid for by Worker's Compensation and is not an option. It must be done. The supervisor obtains from the employee at the time of notification, all the circumstances surrounding the injury and documents them.

*if an employee refuses to go to a Bethesda Care Center, they are informed verbally and in writing that we cannot guarantee that their claim will be processed properly. A copy of the written notification is put in the employee's personnel file.

PROCEDURES

Injured Employees are to:

1. Report all injuries to a supervisor within 24 hours of the occurrence, if not sooner.
2. Complete form 'IR002 Caregiver Incident Report' and submit to supervisor.
3. If medical treatment is necessary:
 - Pick up a CompManagement ID Card to take to the doctor
 - Obtain the BWC MEDCO-14 form from the medical provider
 - Submit the completed BWC MEDCO-14 to a supervisor
4. If there are any restrictions and/or work capabilities imposed by the medical provider, it is the injured employee's responsibility to obtain the written restrictions and submit them to a supervisor.
5. If the physician does not release the injured employee to return to work full duty or imposes restrictions, it is the injured employee's responsibility to report to the office to sign the necessary BWC documentation and to receive an altered work assignment that allows for the physician's restrictions.
6. The injured worker is expected to follow the physician's advice and attend all appointments (physician office visits, physical therapy, etc). The injured worker is also expected to provide updated medical documentation to a supervisor as updates occur.
7. The injured worker is expected to obtain a written statement allowing them to return to work and to report to work immediately thereafter.

Supervisors are to:

1. Follow checklist 'IR003 Injured Worker Checklist'