



The procedures below should be followed with regard to employee injuries.

Emergency:

- 1) Contact your supervisor. If supervisor or building principal is not in the building then immediately call Company Nurse.
- 2) In all life or limb-threatening situations call 911. Then call Company Nurse with any information you have once the situation has stabilized.
- 3) Supervisor should contact Personnel Office (Yvonne Edwards) as soon as possible.
- 4) Supervisor will make sure the injured person completes the **Accident/Incident Report**.
- 5) The supervisor will complete the **Supervisor's Investigation Report**. Both reports will be forwarded to the Personnel Office (Yvonne Edwards) **within 12 hours**.
- 6) The top portion of the "**Workman's Compensation Treatment Authorization**" form must be completed and sent with the injured person. The provider's section must be completed by the doctor and **returned** to the Personnel Office.

Non-Emergency: (Note: All injuries **MUST** be reported within 24 hours)

- 1) Contact your supervisor. If supervisor or building principal is not in the building then immediately call Company Nurse.
- 2) Supervisor calls Company Nurse before employee leaves premises.
- 3) If the injury is a first aid advice only then the employee will follow the nurse's recommendations. If the injury is a first aid advice and a medical referral then the nurse refers employee to a designated medical provider.
- 4) Supervisor should contact Personnel Office (Yvonne Edwards) as soon as possible.
- 5) Supervisor will have employee complete **Accident/Incident Report**.
- 6) Supervisor will give employee copy of **Worker's Compensation Procedures** and have employee **initial bottom** of the **Accident/Incident Report** verifying the Procedures were received.
- 7) Supervisor will complete **Supervisor's Investigation Report**.
- 8) Supervisor will forward **Supervisor's Investigation Report** and completed **Accident/Incident Report** to Personnel Office (Yvonne Edwards) **within 24 hours** after accident/injury.
- 9) Employee will be given the "**Workman's Compensation Treatment Authorization**" form from the Personnel Office (Yvonne Edwards) or building nurse/secretary **PRIOR** to a physician's office visit. The Personnel Office (Yvonne Edwards) should be notified of any visits to the doctor relating to the injury. If an office visit is required the authorization form must be completed by the provider and **returned** to the Personnel Office.
- 10) Employee must provide a *doctor's note* if the employee is *required to miss work*. Employee must provide "*doctor's release*" before *returning to work*. These statements should be sent to the Personnel Office (Yvonne Edwards).

Other Information:

- ⇒ Employees: First three (3) days of work missed will be charged to sick leave unless the employee misses fourteen (14) or more days.
- ⇒ Employees: If injured on shift work, please contact the Personnel Office (Yvonne Edwards) the following day.
- ⇒ All questions regarding worker's compensation should be directed to the Personnel Office (Yvonne Edwards) at Hadley House...618-655-6003 or if calling from a district office, ext. 10003.