

# Wayne County School System

## *Accident/Injury and Return to Work*

### **DETAILED PROCEDURES**

- ❖ The injured employee will be given *Accident / Injury forms* by supervisor or designee

#### **Accident/Injury Forms:**

- On the Job Injury or Illness & RTW Reporting Policy*
- Employee and Supervisor Accident forms-complete ASAP fax to Safety Dir.*
- Accident/Injury and Return to Work Procedures*
- Letter to Physician form* - explains our Return-to-Work Program- Give to doctor
- Attending Physician's Report form*- Give to doctor
- Task Evaluation form* for your current occupation- Give to doctor
- Task Evaluation form* for modified or alternative work- Give to doctor

- ❖ The *Employee and Supervisor Accident forms* shall be completed for any and all injuries, accidents or occupational illnesses the **same day** of the occurrence. All employees are required to report these incidents to their supervisor the **same day**. (Please note: immediate medical care takes first priority).

If the injured employee is unable to fill out his/her portion of the forms due to injury, the supervisor will fill out all other forms and fax to the central office immediately. The claim needs to be reported as quickly as possible. If the injured employee is going to seek professional medical attention the injured employee must provide the attending physician the *Letter to Physician*, the *Attending Physician's Report* and the *Job Function Evaluation* forms. Make certain the Safety Director is contacted immediately as to the details of the visit.

#### **If the Accident/Injury report is completed:**

- The Safety Director is to be notified immediately- **Cell phone 304-939-1162**  
**Office 304-272-5116 Ext. 357**
- The *Employee and Supervisor Accident forms* are to be **faxed** to Safety Director at the Central Office- **304-272-5519** (same day)
- The Safety Director will speak to all parties involved in the incident and determine if the event is compensable or noncompensable and submit appropriate forms to Insurance Co.
- The Safety Director will review the incident for corrective action
- If medical treatment is sought- Give (Letter to Physician, Attending Physician's Report and the Job Function Evaluation forms) to the doctor

- ❖ Once an employee has returned to work, it is their responsibility to work within the physical limitations that the physician has specified
- ❖ The employee shall only perform duties assigned to them and shall immediately notify their manager or supervisor of any difficulty in performing those duties.
- ❖ The employee must notify their manager or supervisor in advance of any medical appointments. Leave will be allowed for medical appointments associated with an on-the-job injury
- ❖ The employee shall keep their manager or supervisor informed of the recovery process and their ability to perform modified or alternative work. Managers or supervisors will keep the safety director informed of the entire return to work progress.
  
- ❖ Employees are not eligible for overtime while they are assigned modified/alternative positions. *If an employee is not able to return to their usual and customary duties within **60 calendar days**, they will be placed back on temporary total disability until they can provide a full duty release from a qualified physician.*
  
- ❖ Any employee released to return to transitional duty and refuses to return to work, may have their benefits terminated by Workers' Compensation.
  
  
- ❖ **It is imperative that the claim be filed with the insurance carrier within 24 hours of the injury**

**Note: Claims that are not filed in a timely manner may be subject to denial or reduction by the insurance carrier.**