



Employee Responsibility After a Work Related Injury

Step ONE:

If you are hurt on your job site, it is your responsibility to report immediately to your direct supervisor. Your next steps will be determined by the severity of your injury. If you have a severe injury or you cannot communicate with your supervisor or co-workers 9-1-1 will be called immediately.

Step TWO:

After you report your injury to your supervisor, you will then call the SIA contact number to talk to a workers compensation nurse. The number is 1-877-742-3467. The nurse will be responsible for either talking to you about home care or directing you to the proper SIA physician if you do not have a designated physician. The workers' compensation claim does not begin until after the nurse has been called.

You will also be asked to sign the department site log either at that time, or later when you return. You will be asked to sign the site log whether you choose to file a claim or not. This signature will provide proof that you reported the incident and that you called the nurse.

If you cannot go to the physician alone, a co-worker or supervisor will accompany you to the physician and wait with you until you can be seen.

If you do not know if you have a pre-designated doctor, ask the administrative assistant to call Human Resource Services to find out for you.

Step THREE:

Once you have been seen, the doctor will then determine if your injury is a full blown workers' compensation injury or if you have a first aid. The doctor will also determine what your plan of recovery will be, what your work and home restrictions will be, and whether or not you can be returned to your work site.

Please remember that you will not be allowed back to your work site without a doctor's restriction/release form.

Once you return you will then fill out the "Special Incident Report."

Also remember that SCOE has a Light/Modified Duty/Early Return to Work policy. This means that while you may not be able to work your usual and customary job you will

probably be coming in to work a modified job in your own, or another department, or a modified day, or both.

Please note that employees are expected to fill out the Special Incident Report. You MUST return it to Human Resource Services. If you choose to mail them, please call Human Resource Services, 530-225-0205, and tell them you are mailing it. Also make sure you follow proper procedures and use the Sub-line if appropriate.

Step FOUR:

Filling out your time card properly will help payroll pay you correctly during your time of recovery. When using the WC code as an exception on your time card it is extremely important to use the note area of your time card to explain where you were during your normal work or modified work hours.

Workers' Compensation rules only allow employee absences if you are seeing a doctor during the absence; following a doctor's orders, such as attending physical therapy; or your work cannot be modified by your administrator to accommodate your injury/restrictions. For example explanations could be listed as: doctor visit, physical therapy treatment, home by order of doctor and/or administrator, etc.

WC exceptions listed on a time card without explanations in the note area will be charged against your Personal Necessity leave.

If you have questions about filling out your time card after a workers' compensation injury or first aid, please call the Human Resource Services, 530-225-0205. In addition, remember it is the responsibility of the employee to try to schedule appointments after work hours. We do know that this is not always possible, so it is doubly important that absence hours are explained in the note area of your time card. This time is counted off your industrial accident leave.

The most important thing for you as an injured employee to do, is to communicate promptly and often with your supervisor, Human Resource Services, and/or your SIA nurse.

Be aware that all accidents and injuries, even near misses, are investigated and it is not reflection on the employee when this occurs. Both your supervisor and your administrator will be filling out a form to send to the Human Resource Services as part of the claim process.

Step FIVE:

During your recovery work status reports (Doctor's Note) should be sent to the supervisor, so that the supervisor can determine if there is light or modified duty available to you. All Doctor Notes/Work Status Reports should be forwarded by the department secretary to Human Resource Services immediately and placed in the employee's file. Remember that communication is key.

Step SIX:

When you are able to return to work from a work related injury/illness with or without restrictions your supervisor should notify the Human Resource Services immediately.

You must present a work status report to your supervisor when you return to work from a work-related injury/illness. You cannot start work until the report is received, restrictions are reviewed and a determination is made by your Supervisor and Human Resource Services, that the restrictions can be accommodated.

If restrictions are listed on the work status report (doctor's note), and you are allowed to work, a Modified Work Plan will be developed by the Supervisor, you and Human Resource Services. You will be expected to sign a letter saying that you will follow your doctor's restrictions and your supervisor will too. Your supervisor must monitor your work activities to ensure that you are working within doctor's restrictions.

The Supervisor, along with Human Resource Services, will make adjustments to your work duties (if possible) as indicated on the work status report. If accommodations or adjustments cannot be made based on the restrictions, you will be sent home to continue your recovery.

It is important to remember that modified duty is only available to you for a limited time (90 days). If you are not at maximum medical improvement or have not been released back to full duty with no restrictions at the end of 90 days, you will be returned home to further your recovery. An interactive meeting will also take place among the supervisor, employee, human resources and return to work facilitator to discuss accommodation if the restrictions are permanent.