

ANTRIM COUNTY
ACCIDENT AND INJURY REPORT POLICY

General Statement

Antrim County is dedicated to the provision of a health and safe working environment for its employees. It is the County's first priority to prevent accidents from happening. However, in the event an accident does take place, it is the intention of the County to make the proper identification of the injury or illness along with proper care and treatment the number one priority. Employees must report all accidents and injuries involving County employees or County buildings, vehicles or equipment to their immediate supervisor and submit the appropriate form. Forms involving County employee accidents and injuries shall be given to the Human Resources Department within 24 hours of the accident or injury, or by the next working day. Forms involving County buildings, vehicles or equipment shall be given to the Clerk's Office within 24 hours of the accident, or by the next working day. Failure to report an accident or injury may result in discipline up to and including discharge.

Work Related Injuries

1. If the employee requires medical attention the Human Resources Department shall authorize treatment with the appropriate medical caregiver (except in an emergency and after hours when it shall be the Supervisor's responsibility).
2. All work related injuries/illnesses shall be documented using the Express Claim Service, "First Report of Injury" form which can be obtained at the Human Resources Department. The completed form shall be returned to the Human Resources Department.
3. The department supervisor shall document the incident and related circumstances using the "Supervisor's Report of Injury" form by the end of the workday of the time of occurrence. The completed form should be forwarded to the Human Resources Department.
4. An employee must provide a written statement by the physician estimating the length of disability. Before an employee returns to work, a written release from the doctor must be submitted to the supervisor. All documentation must be forwarded to the Human Resources Department.
5. Once an incident has been reported, the Human Resources Department will complete the Michigan Occupational Safety and Health Agency log, as required. If additional information is needed, a questionnaire will be sent to the employee or, the employer will contact the employee personally.
6. Pay for days missed due to a work related injury will be governed by the applicable collective bargaining agreement and the statute governing worker's compensation.