



| Policy 7.10 | Workplace Injury Reporting | | |
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| <u>Effective Date:</u> 2/28/12 | <u>Applicable Law/Statute:</u> None | <u>Source Doc/Dept.:</u> None/HR | <u>Authorizing I.C. Sec.:</u> None |
| <u>Last Amended Date:</u> | | | |

Workplace Injury Reporting

7.10

POLICY

The County places the utmost importance on employee safety. The County's goal is zero employee workplace accidents and injuries. Unfortunately, even in the safest workplaces, accidents and injuries occasionally happen. When injuries occur, it is the County's responsibility to follow the applicable laws related to workplace injuries.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

A. Recordable/Reportable Claims. This policy is also intended to ensure that injuries and occupational diseases that arise out of and in the course of an employee's employment with the County are reported for workers' compensation purposes and/or recorded for OSHA reporting purposes.

1. The following claims are recorded for OSHA reporting purposes:
 - a. Any injury that results in loss of consciousness, significant injury diagnosed by a health care professional, or death
 - b. Any injury where an employee is off work other than the remainder of the day the injury occurred
 - c. Any injury where the employee returns to work on less than full duty
 - d. Any injury for which medical treatment beyond first aid is required
2. The following claims are reportable for workers' compensation purposes:
 - a. Any injury where an employee is off work, other than the remainder of the day the injury occurred
 - b. Any injury where the employee returns to work on less than full duty, other than on the date of injury

- c. Any injury for which medical care is provided that will result in fees being billed by a health care provider.

PROCEDURES

1. **Employee's Responsibilities.** An employee who suffers a work-related injury or illness shall:

- a. Immediately report the injury or illness to their immediate supervisor, regardless of the apparent seriousness of the injury and whether or not medical attention is required. Failure to report any injury or illness by the end of the work assignment during which the injury or illness occurred may result in corrective action;
- b. Obtain all necessary and appropriate medical treatment;
- c. Complete and sign an [Employee Statement](#) as soon as practicable following the injury or illness, and no later than 24 hours after the incident
- d. Communicate and cooperate with the Human Resources Department during the workers' compensation claim process; and
- e. Return to work as soon as determined capable of performing the work of the employee's regular employment position or a temporary transitional duty position.

2. **Supervisor's Responsibilities.** Upon notification of an employee's work-related injury or illness, the employee's immediate supervisor, if available, or the next available supervisor shall:

- a. If emergency medical attention appears to be required, call 911.
- b. Contact Human Resources at (630) 407-6300 and report the details of the incident/injury as soon as possible and no later than the end of the workday on which the injury occurred. The supervisor shall also report the incident/injury to the Department Head.
- c. Provide the injured worker with the [Employee Statement form](#) and have the employee complete and sign an [Employee Statement](#) and Injury as soon as possible after the incident, and submit same to Human Resources, along with the [Supervisor's Statement](#), no later than 24 hours after the incident/injury (if possible).
- d. Conduct a thorough investigation of the incident/injury by obtaining a [Witness Statement](#) from each witness or witnesses to the incident and completing a [Supervisor's Statement](#). The investigation should be completed and all reports and documents submitted to Risk Management and the Human Resources Department within 24 hours of the incident/injury. In all cases, where requested and deemed necessary, a Risk Management representative will assist with the investigation.
- e. Determine the injured employee's return to work status:
 - 1. If the employee is able to return to work immediately without restrictions

allow the employee to return and provide Human Resources.

2. If the employee is able to return to work, but with restrictions, or is temporarily totally disabled and unable to return to work, forward all documentation to Human Resources.
 - f. Immediately correct or remedy any unsafe conditions or practices which may have been indicated by the investigation. The details of any such action should be submitted to Human Resources immediately.
 - g. Maintain contact with the employee regarding the employee's condition and return to duty.
3. **Human Resources Department Responsibility.** When notified by a supervisor of a work-related illness or injury of an employee, the Human Resources Department will:
 - a. Assist the immediate supervisor with the incident/injury investigation if requested.
 - b. Prepare and send the Illinois Form 45 - Employer's First Report of Injury to the County's workers' compensation administrator. The County's workers' compensation administrator will then set up a claim and administer the claims process.
 - c. If the injured employee is unable to immediately return to full duty, determine the employee's eligibility for wage continuation or workers compensation (See Policy 6.3 - Worker's Compensation Benefits) and/or transitional duty (See Policy 7.11 – Return to Work (from Injury/Illness) Program.
 - d. Prepare an OSHA Form 300: Log of Work-related Injuries and Illnesses and report the incident/injury if required, to OSHA.
4. **Payment of Wages.**
 - a. **Day of Occurrence.** An employee who suffers a work-related injury or illness and who receives medical treatment for the injury or illness during work hours on the day of occurrence will be compensated for any lost time while receiving treatment as regular wages. If the employee does not return to work on the day of occurrence, the employee will be paid for a full day's work as regular wages. Overtime will not be paid for any medical treatment allowed.
 - b. **Subsequent Days.** Employee may be required to use sick, vacation, or personal business for medical appointments.