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|  EMPLOYEE HEALTH REPORTING WORK RELATED INJURIES | NO. 436 |
| POLICY: The Supervisor or nurse in charge has a responsibility to the staff they supervise to inform them of their need to report related injuries in a timely manner. Employees are held accountable themselves to inform their supervisors of injury.PROCEDURE:1. Injuries occurring to on-duty facility personnel are to be reported to their supervisor, day or night, as appropriate.
2. The injured employee then completes the Incident Report Form obtained from their supervisor, which is available at the nursing stations or at the Administrative Office. The report is to be reviewed by the supervisor and checked for accuracy. It is the responsibility of the injured employee to submit an accurate, detailed description of the incident. The report should also contain the names of witnesses, if any. The report is to be signed by both the employee and the supervisor, in addition to the nurse on duty's signature and turned in to Human Resources.
3. The nurse on duty will complete a drug screen.
4. Employees sustaining an on-the-job injury and has been referred off duty by a Hospital Emergency Room must contact their supervisor or Human Resources immediately for further instructions. It is important that the Supervisor or Human Resources be informed of the progress and/or problems of the injured person so that proper payments can be made to the employee.
5. Injured employees have the right to seek care from providers, however we have an account set up with our Designated Medical Provider: KSB Corporate Health, 215 East First Street, Suite 326, Dixon IL 61021, 815-284-5719.
6. Employees returning to duty after loss of time due to work related injury must report directly to Human Resources with a written release statement from the doctor.
7. Employees failing to properly fill out an incident report immediately following the incident may be subject to disciplinary action and loss of safety bonus.
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| Approved: | Effective Date: | Revision Date: 6/11; 3/17 | Change No.: | Page:  1 of 1 |