

WORKERS' COMPENSATION MANAGEMENT REFERENCE

- 1. Accidents happen:** Always encourage employees to report any incidents, even if seemingly minor and not requiring medical treatment. If there are any medical concerns, encourage the employee to seek medical attention. If an employee will miss any work time, they must *first* be seen by a physician, even if this means going to an Emergency Room or local medical clinic. **Remember:** It is *always the employee's legal right* to file a claim. Employees can visit the medical practitioner of their choice and cannot be penalized for filing a claim. *Serious accidents—involving death or multiple hospitalizations—must be reported to Human Resources and the ministry Vice President immediately (night or day)!*
- 2. Supervisor's Report:** As soon as possible following any reported incident (within 24 hours), the injured worker's *supervisor* must complete a *Supervisor's Report of Employee Incident*, even if medical treatment is not required. OSHA requires that *all* workplace injuries or "near-misses" be investigated by a supervisor. This also allows management to state its side of the story, in case it differs from the employee's. Please send the completed form to Human Resources (Mail Stop 77). You may keep a file copy, if you wish.
- 3. Claim form (SIF-2):** If medical treatment and/or time away from work will be necessary, then a yellow *Self-Insurer Accident Report (SIF-2)* needs to be completed and *signed twice* by the employee. This should be done *immediately*, before the employee leaves, unless the severity of the injury will not allow. (Please do not send the form home with the employee—once taken home, they are hard to get back.) Leave the bottom portion of the form blank for Human Resources to complete and sign.
- 4. Additional paperwork:** Along with the pink (last) copy of the claim form, the employee is given a packet of information including a *Physician's Initial Report (PIR)*, *Release for Work Authorization (RFW)*, a cover letter from Human Resources, and the booklet entitled "A Guide to Industrial Insurance Benefits."
- 5. Employee responsibilities:** Injured workers are required to notify their supervisor *immediately* of any change in their ability to work, and a *Release for Work Authorization* (or other signed doctor's note) must be delivered to the supervisor *within 24 hours after each doctor visit*. A worker who has missed any time due to injury must bring in a signed release from their doctor *before* they can return to work...no exceptions. (However, you could call the doctor and have him fax one.) Please send all originals to Human Resources.
- 6. Alternative job duties:** Sometimes a worker cannot immediately return to their old job. Whenever possible, it is best to keep an employee working, rather than at home. "Modified Duty" refers to keeping them at their old job by making minor, temporary changes that address the doctor's restrictions (no change in salary). "Light Duty" means moving them to other work unrelated to their regular job—often sedentary tasks such as light clerical work, and for a maximum of 60 days. *Check with Human Resources (x7323) before offering Light Duty.*
- 7. Payroll:** Workers' Comp has an unpaid waiting period of the 3 *calendar* days immediately following the date of injury (including weekends) regardless of whether they are scheduled during those days. Sick and/or Vacation pay may be used to cover workdays missed during that period. After that, if an employee is off work entirely, Workers' Comp pays approximately 60% of their regular wage. If Sick or Vacation pay is available, use it to make up the missing 40%. (Pay 3 hours for each missed day, if they normally work an 8 hour shift.) Report any Light Duty hours to Human Resources (x7323) on the last day of the pay period.
- 8. Job Security & Benefits:** Never consider terminating or permanently replacing an injured worker without first consulting with Human Resources. The Americans with Disabilities Act (ADA) and/or the Family and Medical Leave Act (FMLA) may apply. Employees who have been with CRISTA for at least a year and averaged 24 hours/week or more during the last 12 months are guaranteed up to 12 weeks of job protection and benefit coverage before we could consider replacing them. Call Human Resources (x7323) for questions regarding specific workers.