

Title: Worker's Compensation
Policy Number: 406
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Authorized by: Board of Supervisors

Policy:

All employees are covered by the County's workers' compensation insurance program which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury or illness arising out of or in the course of employment with Pottawattamie County. The County's worker's compensation insurance carrier is Iowa Municipality Worker's Compensation Association hereinafter referred to as IMWCA.

Comments:

- (1) Pottawattamie County participates in the "Company Nurse" on call reporting system for workplace injuries and/or illness that **require** medical attention beyond first aid. Company Nurse is an "on-call" telephone program utilized by employees to report these types of workplace injuries or illnesses. If an employee is injured on the job and requires medical attention beyond first aid, Company Nurse will be contacted in order to report and document the injury. A registered nurse will take the call and the employee will be provided with guidance and care advice and may be provided with a medical referral to the County's Occupational Health care provider.
- (2) Iowa Worker's Compensation law gives the employer the authority to direct medical care for their employees. Medical attention needed for a work related injury is provided by CHI Health - Occupational Health Services – Mercy Hospital located at 715 Harmony Street, Suite 201 in Council Bluffs, IA. Employees are required to utilize CHI Occupational Health Services for work related injuries. The only exceptions are as follows:
 - a. An emergency situation dictates another facility;
 - b. The employee is referred to a specialist if medical care is needed beyond what CHI Occupational Health Services can provide.
 - c. If prior permission to go elsewhere is granted from IMWCA, the Risk Manager or the Department Head.
- (3) If a work related illness or injury occurs, the employee shall adhere to the following reporting procedures.
 - a. Employees must report any accident or injury regardless of severity occurring during work hours immediately or as soon as possible or practical, to his/her Supervisor and to the Risk Manager. If the injury is an **EMERGENCY**, call 911 and/or take appropriate actions before

contacting the Supervisor or Risk Manager. Report accident or injury/illness to the Supervisor and the Risk Manager as soon as possible if unable to make immediate notifications.

- b. For **non-emergent** accidents or injuries, the Employee or Employee's Supervisor will contact the Risk Manager with the employee present in order to report and document the incident and to obtain further guidance. If the injury requires medical attention beyond first aid, the employee will be directed to contact Company Nurse. If the Risk Manager can not be reached and medical attention beyond first aid is needed, the Supervisor shall have the employee contact Company Nurse to report and document the incident and to obtain medical assistance for the employee.
- c. If the employee is referred to the County's Occupational Health care provider, the employee shall report within 4 hours to the clinic during normal business hours or Emergency Department, after business hours. In order to reduce the waiting time for the employee, the Supervisor shall contact the clinic to notify them that the employee is enroute (712-328-5550).

(4) If the employee seeks medical care as a result of a workplace accident, injury or illness, the employee shall adhere to the following procedures in order to return to work.

- a. If the medical provider orders the employee to be off work due to illness or injury, the employee shall deliver a copy of the medical provider's orders to their Supervisor. The employee shall notify their supervisor immediately if they are unable to return to work or if the employee is not able to perform their regular duties.
- b. If an employee is released back to work by a medical provider, the employee shall deliver a copy of the doctor's release to their Supervisor. No employee who seeks treatment from a medical provider may return to duty without first having been released by the medical provider.
- c. Employees released to work on a restricted/modified duty basis shall be required to adhere to necessary restrictions imposed by a medical provider until released to full duty. An employee who fails to adhere to restrictions shall be sent home by the Department Head and shall be subject to disciplinary action.

(5) The following forms/supplemental reports are required for accidents, injuries or illness which may occur in the workplace. All documentation shall be forwarded to the Risk Manager for incident reporting and for claim processing with the County's worker's compensation carrier. These reports must be completed by the end of the business day/work shift unless prior approval for an extension is granted by the Department Head. All forms are located on the county intranet under the Risk Management section.

- a. All employees who are injured or who become ill from an event that occurs while the employee is working, shall submit an "Employee Report of Injury" form to the Risk Manager outlining in detail the events which caused the employees illness or injury.
 - b. The Supervisor shall complete a "Supervisor Accident Investigation" form, if necessary and shall forward to the Risk Manager.
 - c. All witnesses to the incident shall be required to complete the "Witness Statement" form which shall be forwarded to the Risk Manager by the Supervisor.
 - d. The Risk Manager or designee shall take pictures of the area/equipment where the work injury occurred. Pictures should be taken as soon as possible after the incident.
- (6) The Risk Manager will be in contact with the Department Head or designee within twenty-four (24) hours of any report of work-related incident, injury or illness. The Department Head or designee and Risk Manager will assess the situation to determine the cause and corrective action to prevent similar incidents in the future. They will also determine if further investigation or reporting of the incident is warranted.

If the employee has continuing restrictions as a result of a work-related injury or illness, the Department Head and Risk Manager will discuss the employee's restrictions (if any) and determine if the department is able to accommodate the restrictions.

- (7) The Risk Manager will contact the Department Head or designee in order to follow up with the employee within three (3) business days of an incident to discuss the accident or injury and how to prevent reoccurrence. The Risk Manager will ensure that all required forms have been completed documenting the incident.
- (8) The Risk Manager will contact the Department Head or designee within five (5) business days of the incident to discuss the final outcome of the incident and any corrective action if needed.
- (9) For those employees whose work-related illness or injury prevents them from working, eligible employees may supplement their worker's compensation pay by utilizing approved sick leave equal to net pay.
- (10) Employees injured on the job may be assigned to restricted/modified duty assignments in any County department which can accommodate the employees work restrictions. Employees who refuse restricted/modified duty assignments may be disqualified from worker's compensation benefits.
- (11) Employees may be subject to disciplinary action including termination for filing fraudulent worker's compensation claims or for providing false information to the employer and/or worker's compensation carrier regarding an employee injury or illness.