

Policy 2-5 POLICY REGARDING TREATMENT OF INJURIES, REPORTING OF ACCIDENTS, AND LIGHT DUTY

DISTRIBUTION: Mayor and City Council
All Departments

SUBJECT: Injuries

PURPOSE: To report any injuries involving employees of the City/

BACKGROUND:

POLICY/

PROCEDURES: See Attached Exhibit "A"

EFFECTIVE DATE/RESCISSION: This policy became effective on September 1, 2005.

RESPONSIBLE


DEPARTMENT: City Attorney



JOHN TYLER HAMMONS, MAYOR
April 2, 2009

(seal)

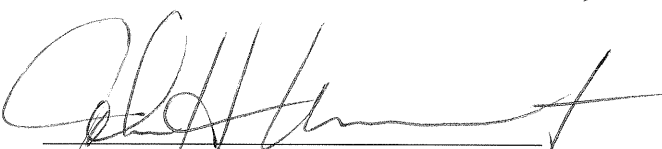
ATTEST:



PAMELA S. BUSH, City Clerk



APPROVED as to form and legality this 2nd day of April, 2009.



John H. Vincent
City Attorney

Policy regarding Treatment of Injuries, Reporting of Accidents, and Light Duty

Consistent with The Oklahoma Standards for Workplace Drug and Alcohol Testing Act as amended and the 2005 Oklahoma Workers' Compensation Amendments, the City's Policies with regard to Treatment of On-The-Job Injuries, Reporting of Accidents, and Light Duty are as follows.

Section 1: Any report of an 1) on-the-job injury by an employee to his/her supervisor, or 2) any accident involving more than five hundred dollars (\$500.00) damage to city equipment or property by employees must be handled as follows:

- a. If 1) an injury occurs or is reported during normal business hours or 2) an accident occurs during normal business hours (Monday through Friday 8 AM to 5 PM), the supervisor must immediately notify the Personnel Department and his/her Department Head. The Personnel Department will make arrangements for the employee to be treated and/or be tested for Drugs and Alcohol.
- b. If an injury occurs or is reported after normal working hours, a holiday, or on a weekend, the supervisor should send the employee to the Emergency Room at Muskogee Regional Hospital for immediate treatment. The supervisor must also notify the Personnel Department and his/her Department Head at the beginning of the next business day or first thing Monday (if the injury occurs on weekends). The Personnel Department will make arrangements for the employee to receive follow-up treatment and/or drug testing. The employee should be told that he/she must be available at that time.
- c. If an accident occurs after normal business hours or on weekends, the supervisor must notify the Personnel Department and his/her Department Head at the beginning of the next business day or first thing Monday (if the accident occurs on a weekend). The Personnel Department will make arrangements for required Drug Testing. The employee should be told that he/she must be available at that time.
- d. The supervisor should not make a determination as to whether an injury has occurred. If the employee reports to the supervisor that he/she has been injured on-the-job, the employee must be sent for treatment whether or not he/she has requested such treatment. Also the supervisor should report and get treatment for any employee who the supervisor believes has been injured on-the-job even if the employee does not report the injury.
- e. Contact numbers for the Personnel Department are 684-6221 or 684-6220. Muskogee Regional Medical Center is located at 300 Rockefeller Drive.

Section 2: Upon notification of an injury or accident, the Personnel Department will notify the City Attorney's office and the City's workers' compensation administrator of the incident.

Section 3: The Department Head in which the injury or accident occurred must file within two (2) normal business days an accident report with the Personnel Department who in turn will distribute that report to the City Attorney's office and workers' compensation administrator.

Section 4: Failure by supervisors to carry out any of the procedures in Section 1 shall be considered a serious breach of their responsibility. Supervisors will be subject to disciplinary action up to and including termination for failure to promptly report accidents according to this policy or follow the procedures listed above regarding treatment of injuries.

Section 5: For injuries incurred on-the-job, if an employee is capable of performing "light duty" consistent with any restrictions ordered by the treating physician, then the Department will offer the employee such temporary "light duty" employment. Refusal of the employee to accept light duty employment could result in loss of benefits pursuant to Section 14 (A) (2) of the Workers' Compensation Act.

Section 6: The purpose of "light duty" is to return the employee to their work environment following an injury or illness which limits or restricts their ability to perform the full scope of their job. The first priority under "light duty" would be to return the employee back to work at the same job with some acceptable accommodations which could include the following:

1. temporarily reduced work schedule
2. light duty work (sharing duties with co-workers)
3. altering the way duties are performed

If modifying their current job is not possible within the restrictions placed by the treating physician, then "light duty" work such as housekeeping within the same Department is an alternate solution.

Section 7: Once an employee is assigned "light duty", a form acknowledging the restrictions placed by the treating physician will be signed by the Personnel Director, the Department Head, and the employee. It will be the employee's responsibility to adhere to these restrictions. Any "light duty" assignment will initially be limited to forty five (45) days. At that time a review will be made by the Department Head and Personnel Director as to the feasibility of continuing the employee on a "light duty" basis. During any period of "light duty", the employee must continue to keep all appointments with the treating physician for evaluations on progress and a determination as to when they may be returned to full duty.

Section 8: Employees are placed on notice that any failure to report for medical treatment and/or drug testing can lead to disciplinary action up to and including termination.

Section 9: This policy will become effective ten (10) normal business days following adoption by Council.

Adopted by the City Council on August 22, 2005