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## Worker's Compensation

### *Supervisor Responsibilities for Work Related Incidents*

#### **Reporting incidents that DO NOT require medical treatment:**

Not all on-the-job incidents require medical treatment, but they all need to be documented. In the event of an on-the-job injury/incident, the injured employee's supervisor must complete the Incident Investigation Report within 24 hours of the injury/incident. If later the employee needs to seek medical treatment for the injury, this form will be retrieved and used to complete any other necessary paperwork.

1. Employee may request the form or you can assist the employee in completing the internal ***First Report of Injury*** Form. The form is located on the intranet under Administrative Forms. ([https://mccschelp.zendesk.com/hc/en-us/article\\_attachments/16179551343251](https://mccschelp.zendesk.com/hc/en-us/article_attachments/16179551343251))
2. Have the building administrator sign and email the completed First Report of Injury Form to the Human Resources Department within 24 hours of the incident.

Email: **workcomp@mccsc.edu**

#### **Employees that DO require medical treatment:**

If the employee wishes to seek medical treatment, assure that medical attention is provided to the employee.

1. The employee will need to call the **Nurse Triage 24/7 Line** at **844-454-1143**. For workers' compensation claims to be paid, employees must have a referral to a provider.

#### **Employees that have an emergency medical treatment:**

1. If it is a life-threatening emergency or a severe injury; employees should visit Urgent Care, a local physician or hospital emergency room.
2. In an emergency situation, an ambulance service may be contacted for the employee by calling 911. Payment for any and all medical services, including ambulance transportation, is the employee's responsibility unless the charges are covered under an appropriately filed, compensable workers' compensation claim.

*Please note: Worker Compensation covers MCCSC employees; this does not include volunteers or student teachers.*

*All information should be sent to Human Resources within 24 hours of the incident where they will be recorded and retained in a confidential file. The workers' compensation board may assess a fine if claim is not filed timely.*

**Employees follow up care**

1. The employee must be allowed to go to scheduled appointments with referred providers such as orthopedist, physical therapy, etc.

Although, it is preferred that employees schedule appointments outside their regular work hours, if possible.

The employee MUST notify their supervisor and building Principal of their scheduled appointment(s).

2. All employees must be off the equivalent of seven (7) calendar days before it is covered by workers compensation. Therefore, any and all appointments must be documented on the timesheet as "sick" time and coded as OJI (On-the-Job Injury). When the seven (7) calendar days have been reached, the absence can be coded only as OJI.
3. If the employee is placed on work restrictions, please contact the direct supervisor and Director of Human Resources to determine if the employee can return to work under Board Policy 4180 – Light Duty Assignment.
4. If the employee is unable to work for three days or more, the situation may fall under the Family and Medical Leave Act (FMLA) and Human Resources should be notified.
5. If the employee is discharged and released to return to work with no restrictions, a statement from the doctor must be provided and sent to the Human Resources Department.

**Completion of First Report of Injury Forms:**

Principals -	Teachers Secretaries Aides – Teacher, Health, etc. Other Building Administrators Food Service Staff with the Food Service Supervisor Custodial staff in coordination with the Custodial Supervisor
Director of Transportation –	All transportation staff
Director of School Age Care –	All school age care staff
Central Office Administrators –	Corresponding departmental staff