

Gervais School District 1

Code: **GCBDB/GDBDB-AR**

Adopted: 1/9/91

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Early Return to Work

In an effort to minimize serious disability due to on the job injuries and reduce Workers' Compensation costs, the Gervais School District has developed an early return to work program.

The program will consist of a team effort made by the administration, insurance carrier and the workers' physician. All district employees will be asked to take an active role in returning the injured worker to productive status.

The administration will assist by directing the employee to appropriate care and assisting in proper reporting of injury or incident, and maintaining a positive and constant flow of communication with the injured worker.

The administration will assist in arranging light duty work, as needed, to reduce lost time. They will also work with the insurance carrier to insure timely payments and assessment of employee's return to work. Together they will actively encourage the treating physician to release the injured worker to work as soon as possible.

By this joint effort, the district will help the injured worker to recover at a more rapid rate, gain more production for wages paid and cut workers' compensation costs.

Occupational Accident and Illness Procedure

1. Treatment of Injury or Illness

All injured workers who need treatment during work hours will be transported to an appropriate medical facility by the district.

If possible, before the employee leaves the building for treatment, the employee shall be given a "Notice to Physician" form to take to the attending physician, with directions on when and where to return the reports.

An employee who is unable to complete the workday as a result of a work-related injury or illness can be excused from work only by a medical provider or the district administration.

Employees treated within their work day shall report immediately to their supervisor if released within that scheduled work period. If released after work the employee shall contact the supervisor at the beginning of the next workday. In all cases, employees are required to return the "Notice to Physician" release to their immediate supervisor upon return to work, or within 24 hours. Failure to report to work, contact the employee's supervisor or a school representative after

treatment or injury will lead to disciplinary action.

If an employee cannot report in because of extent of injury (such as being admitted to the hospital or ordered to bed by the doctor) it shall be the supervisor's responsibility to contact the injured worker at the hospital or at home. If an employee is not released to his/her next regular work period it will be the supervisor's responsibility to contact personnel within the workday with the employee's status.

The supervisor shall provide the following information to personnel:

- a. Name of attending physician;
- b. Medical status, including any recommendations for light duty;
- c. All accident report forms, including 801's.

2. Report of Injury

All work related injuries or illnesses shall be reported immediately to the supervisor.

A written accident report of all injuries shall be completed by the employee's immediate supervisor or the supervisor most knowledgeable at the accident.

A supervisor's report will be completed for all injuries or illness, regardless of whether treatment is necessary. An 801 will be completed for **every** on-the-job injury or whenever an employee requests one.

Injury reports (SAIF 801's) will be forwarded to the personnel office by the next work day.

3. Employee on Time Loss

An employee who has been excused from work as a result of an injury or illness will be required to report to their supervisor or district representative on a weekly basis by reporting in the first day of their scheduled work week. Failure to do so could lead to disciplinary action.

Supervisors' Responsibilities

Employees who are off work because of work-related injuries will be encouraged to return to work as soon as possible. Supervisors should make every effort to return the injured worker to work by modifying the existing position or placing the worker in a "light duty" position. It will be the supervisor's responsibility to see that the worker stays within the restrictions provided by the doctor. "Light duty" and "modified work" are often used interchangeably, but there are differences. The term "light duty" is temporary and is something other than the worker's regular job. The term "modified work" is a more permanent change to the work site itself. When using either term, it would be best to fully define the term and its applications.

Remember: Express concern for the injured employee and keep in contact with him/her. **The**

personal contact and caring attitude conveyed by the school district can be the deciding factor in returning the injured employee to work.

- a. Give the injured worker all pertinent forms and information. Explain the responsibilities for reporting requirements and how and when to return to work after treatment.
- b. Follow up with injured employee, as necessary, to obtain information and forms they are required to return, i.e., notice to physician form and/or a release for work.
- c. Express concern for employee's health and recovery and encourage his/her speedy return.
- d. If employee does not return, contact the injured employee (by personal visit if at all possible) and maintain frequent contact with employee for progress reports and offer assistance from the school. (This does not negate the injured employee's responsibility for reporting in each week.)
- e. Keep personnel informed of employee's medical condition, name of physician, any potential problems and the potential light duty jobs available. If employee does not return that day, or the next work period, contact the superintendent.
- f. Encourage the injured employee or other family members to contact the school if they have any questions or concerns about the claim, benefits or return to work.
- g. Continue monitoring employee's medical condition while working light duty and see that employee does not exceed physician's limitations.

4. Wage and Payment

- a. Employees injured in the course of work will receive regular wages for the time lost from work while receiving medical attention on the date of their accident. Wages will be paid as if the employee completed the regular scheduled work period.
- b. Workers' Compensation Insurance will cover the medical treatment expenses and loss of wages expense that arise from work related injury or illnesses.
- c. An employee assigned to accompany an injured or ill employee will be paid for the time spent on such an assignment. If the use of an employee's personal vehicle is required to transport an injured worker, mileage will be paid at the rate established by the federal government.
- d. Employees returning to light duty will receive the same rate of pay that they were receiving at the time of injury.

EMPLOYEES MEDICAL REPORT PACKET

Gervais School District is concerned about your health and recovery. To assist you in obtaining the best treatment and smooth return to work, the attached information has been put together to help you understand the procedures for obtaining treatment and your responsibilities in this matter.

Although expenses related to on-the-job injuries are processed through the insurance carrier, the school is directly responsible for those costs and will make every effort to assist you in getting the claim processed promptly. This includes time loss payments or reimbursement of any other expenses connected to the claim.

If your claim becomes a time loss claim, a representative from the insurance company will contact you.

Employee's Responsibilities

1. Report injuries to your supervisor and obtain medical treatment, if needed.
2. Notify the doctor that the company has light-duty positions available and will make every effort to return you to work as soon as possible within the doctor's prescribed limitations (notice to physician form).
3. If medical attention is provided, return the notice to physician form, completed by the doctor, to your supervisor and have him/her assist you in completing an accident form (#801). (If you cannot locate your supervisor, contact the office.)
4. If you cannot return to the same shift, report to work at your next scheduled shift following release from the doctor. (This is for modified work, part-time work or regular work.)
5. If you are required to be off work, report your medical condition to the office on a weekly basis.
6. While you are off work, it is your responsibility to supply your supervisor, or personnel, with your current telephone number (unlisted or not) and an address where you can be reached.

Failure to comply with these responsibilities may result in disciplinary action.

We wish you a speedy recovery.

NOTICE TO PHYSICIAN

Employee Name

Date of Injury

Please indicate the diagnosis:

Prognosis:

_____ has a light-duty, early return-to-work program that places patients into jobs that are safely within their medical restrictions. This program reduces employee wage loss and helps prevent reinjury.

If follow-up is required:

Next appointment date: _____

RETURN TO WORK AUTHORIZATION

Released to return to work with no restrictions. YES _____ NO _____

If worker is unable to return to regular duties, please assist us by indicating the worker's physical limitations on the reverse side and return to us so the appropriate job assignment can be made. If there is any question regarding our program and/or the worker's return to work status please contact our office at 792-3801.

Physician's Comments:

Physician

Date