

What To Do If An Employee Gets Injured On The Job

A.) An Injury Occurs: What Do I Do?

In case of a Life Threatening injury or illness or other serious medical need, the following steps should be taken:

- remain with injured or ill worker and direct a nearby co-worker to call 9-1-1 and have them meet any first responders at the building or site entrance to help provide details and assist in taking first responder to injured/ill worker;
- Once the affected worker has been transported, contact Berkley Administrators Injury Reporting Hotline at 1-866-411-2883.

In case of a Non-Life Threatening injury or illness, the following steps should be taken:

- Notify Berkley Administrators at 1-866-411-2883.
- For medical care during normal business hours, the injured employee must seek care at one of the following:
 - Concentra Medical Center, 8 Commons Drive, Waterbury (203) 759-1229
 - Saint Mary's Occupational Health Center, 1320 West Main Street, Suite 102, Waterbury (203) 709-4580
- For medical care outside of normal business hours, have employee seek care at an appropriate facility in the Berkley Network. A Medical Provider Directory is on file with your Department Claims Administrator or call Berkley at 1-866-411-2883 for assistance.
- For medical care provided outside of normal business hours, as noted above, the subsequent follow up medical visit must be done at a Concentra Medical Center or Saint Mary's Occupational Health Center within one business day of initial treatment.

For all work-related injuries or illness, it is mandatory to notify your supervisor of your incident and very important to contact our Workers Compensation Claims Administrator at 1-866-411-2883. The Department Claims Administrator or Supervisor of the injured or ill employee should be making the contact with Berkley using the Injury Hotline number of 1-866-411-2883.

For specific claim information or questions, contact the assigned Berkley representative according to the attached list of Berkley staff.

B.) Post Injury Follow-up: What You Can Do and What Your Employee Must Do

1.) It is very important to stay in contact with your injured worker. This person remains your employee and your responsibility even though he/she may be out due to a work-related accident. The supervisor of the employee should contact the worker that is out on a regular and continuous basis. This may be in the form of a phone call to inquire about how the employee is doing and get an update on their condition and work status.

2.) When the injured/ill employee is seen by their treating physician, they must provide to you in a timely manner (e.g., the next day), a copy of the Work Status Report that the

treating physician will complete. This will provide you an update as to the current medical condition, work status (full duty release, light duty capacity or remain out of work), and timeline for future medical appointments.

If the employee has light duty capacity, then please refer to the City of Waterbury Workers Compensation Return To Work Policy at the end of this section.

Follow through on the above two points will help keep everyone involved and reduce any confusion or unnecessary questions about the situation.

C.) OSHA Log Completion

Should you have a worker in your department become injured or ill on-the-job, then you must document this on an OSHA Log. The OSHA Log is actually three documents: Form 300, Log of Work-Related Injuries and Illnesses; Form 300A, Summary of Work-Related Injuries and Illnesses; and Form 301, Injury and Illness Incident Report. These forms are not complicated but do require immediate completion when a work-related injury or illness occurs. Should you or your designated OSHA Log person need training or have questions, please contact the City Risk Manager at 574-6840 as necessary. The Risk Manager may audit a department OSHA Log at any time as this is basic information that an OSHA representative would look for during an OSHA audit. Please keep your OSHA log stored in a secured location and be prepared to post Form 300A in a conspicuous location for department viewing from February 1 through April 30 of the following year (so post the 2006 OSHA 300A form on February 1, 2007 for instance).

D.) Supervisor's Accident/Incident Review

A way to help prevent recurrence of an accident or incident is to investigate the cause of the accident. An attached form will act as a template for performing such an investigation. The point of such investigation is to locate a root cause that generated the accident or incident. To be effective, the process should be completed as closely as possible as outlined below:

- Accident/Incident occurs;
- Within one business day of accident or as soon as reasonably possible, shift supervisor should complete and review with the affected employee(s) the attached Supervisor's Accident/Incident Investigation Report;
- The Report should be forwarded to Risk Manager with a copy to the person that is assigned to the OSHA Log.
- Follow up for corrective action is imperative for this program to work and to eliminate the root cause that created the hazard that led to the accident or incident.

Other

Please have OSHA Log and Supervisor's Accident/Incident Investigation Report form kept together along with any *First Reports of Injury* forms that you may receive from Berkley.

Supplements included in this section: First Report of Injury and Incident Review form; Supervisor's Accident Review Form; Contact information: Berkley Administrators; and City of Waterbury Light Duty Return To Work Program.

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