

WORKERS COMPENSATION PROCEDURE

PURPOSE

To protect employees who suffer work-related injuries or illnesses; to provide income and medical benefits to victims of work-related injuries or illnesses; to provide rehabilitation so that injured parties may again become gainfully employed; and to encourage employer interest in workplace safety and accident/illness prevention.

APPLICATION

This procedure shall apply to all administrators regardless of their location.

DEFINITION

Workers' compensation is intended to be an exclusive remedy program. This means that:

- Φ Employers accept full responsibility for the injuries/illnesses incurred by their employees arising out of, and in the course of their employment;
- Φ Employees accept the benefits prescribed by the state in lieu of suing employers for other damages.

When a workplace injury occurs, the employer has the right to direct the workers' medical treatment for the first 10 days of the injury. This means that the district can control which doctor(s) a worker may use for the first 10 calendar days after the injury is reported to the administration. The first point of medical care for Bay-Arenac ISD is as follows:

If a workplace injury occurs at a Bay-Arenac ISD facility that is located on the West Side of the river in Bay County, the first point of medical care is:

Covenant Health Care
Occupational Health Services
2993 E. Wilder Road
Bay City, MI 48706
Phone: 671-5721

If a workplace injury occurs at a Bay-Arenac ISD facility that is located on the East Side of the river in Bay County, the first point of medical care is:

Bay Physicians Medical Center
Occupational Health Services
144 W. Center Road
Essexville, MI 48732
Phone: 895-4616

If workplace injury occurs at a Bay-Arenac ISD facility located in Arenac County, the first point of medical care is:

Office of Gordon Page, M.D.
Standish Community Hospital
(Skilled Nursing Entrance)
805 W. Cedar
Standish, MI 48658
Phone: (989) 846-3555

RESPONSIBILITIES

1.0 Administrators

- 1.1 Complete “Authorization for Treatment” Form and send with the employee to the medical facility as indicated above. (Attachment A)
- 1.2 Verify the circumstances of the accident; obtain employee’s version if possible. Obtain information from witnesses as appropriate.
- 1.3 Check to determine if the injured employee returns to their job when released by the medical facility.
- 1.4 Make certain the employee completes the Employee’s Report of Injury Form. (Attachment B)
- 1.5 Complete the Supervisor’s Report of Injury Form. Be sure to complete the form in its entirety. Obtaining information about the circumstances of the injury at its onset is vitally important. (Attachment C)
- 1.6 Forward all paperwork (including follow-up visits) to the Staff and Organizational Development Department as soon as possible (preferably no later than the following day).
- 1.7 At least annually, review Workers’ Compensation Procedure for Employees (Attachment D) with all staff.

Supervisory personnel shall participate in the immediate post-accident activity. The immediate scene of the accident should be viewed with the idea of corroborating or rejecting the employee’s version of what happened. All witnesses’ names should be recorded and, time permitting, each witness’ version of what happened should be recorded. Management should gather all pertinent information while all versions are fresh and objective and make certain that the Staff and Organizational Development Department has access to such records for their Workers’ Compensation carrier.

Proper direction concerning medical handling is vital to the medical control and rehabilitation of all injured employees. As long as the right to control medical treatment is in the hands of the school district the district should exercise this control by directing the employee to a medical facility of its choice. Under no circumstances should an employee be allowed to exercise free choice of doctors, clinics or hospitals. Strict

RESPONSIBILITIES (continued)

adherence to a pre-designed medical management program will result in considerable savings on both medical and indemnity costs.

2.0 Staff and Organizational Development

- 2.1 Process claims to workers' compensation carrier.
- 2.2 Notify the payroll department of employees expected to be out on workers' compensation for tracking purposes.
- 2.3 Assure workers' compensation benefits are coordinated with other benefits provided through policy, master agreement, or FMLA.
- 2.4 Maintain workers' compensation files including MIOSHA form 300 updates and posting.
- 2.5 Schedule appropriate training for administrators pertaining to occupational health.
- 2.6 Maintain contact with medical providers (Preferred Provider Of Michigan-PPOM network) to ensure Bay-Arenac ISD employees receive appropriate, prompt, and thorough medical assistance.
- 2.7 Implement a policy of returning injured employees to light-duty assignments (or favored-work) whenever possible. (This provision of the Workers' Compensation law is unaffected by union contracts.)

DISTRIBUTION

This procedure is to be communicated to all administrators and bargaining unit representatives via the appropriate organizational chain of command.