



## **1.0 Scope and Application**

This policy has been developed to provide procedures for the reporting of accidents and injuries and to provide a claims process for Worker's Compensation.

## **2.0 Responsibilities**

Risk Manager: Management and implementation of this policy and management of County Worker's Compensation Program.  
Department Heads: Ensures that the requirements of this policy are completed as required.  
Supervisors: Timely reporting of all injuries and illnesses.  
Employees: Follow the requirements of this policy.

All employees are responsible for complying with the requirements contained in this policy. Failure to abide by these requirements may subject the employee to disciplinary action, up to and including discharge.

## **3.0 Departmental Policies and Requirements**

Internal department policies may differ from those prescribed in this policy. The procedures contained in this policy represent minimum County requirements which shall be incorporated into departmental policies.

## **4.0 Definitions**

None.

## **5.0 Training**

All employees will receive instruction in this policy at their time of assignment and whenever this policy is revised.

## **6.0 Documentation Requirements**

See the sections that follow.



## **7.0 Reporting of Accidents, Injuries or Illnesses**

A Kenosha County “Accident / Injury Report” is required for all job-related injuries, including those ‘minor’ injuries that do not require immediate medical attention and do not result in lost time. This form must be completed and turned in to the Personnel Department within twenty-four (24) hours of the injury or illness. Forms can be obtained from the Personnel Department.

Notwithstanding the 24-hour form submittal requirement, the personnel department shall be contacted immediately in the following cases:

- Serious injury.
- Injuries requiring hospitalization.
- Death.
- Loss of consciousness.
- Workplace violence.

## **8.0 Medical Care & Lost Time**

If an employee seeks medical treatment a “Worker’s Compensation Claim Form” must be completed in addition to the “Accident / Injury Report”. The treating physician is required to complete a portion of the claim form, and must certify any time away from work. This certification may be subject to concurrence by a physician of the County’s choice.

## **9.0 Follow-Up Visits**

Employees are required to attend all scheduled follow-up visits unless other arrangements have been made and approved by the Personnel Department. Each appointment for treatment or return visit is technically the end of a period of care, unless new instructions are given after the visit. Failure to keep appointments or to report medical status immediately after such visits is the same as not showing up for work and not calling in.

Employees who have been hospitalized for job-related injuries must call the Personnel Department immediately upon discharge to report their status. A written return to work slip is required from the employee prior to being allowed back to work. Employees are required to notify their employing department of changes in their status. Return to work and medical status reports shall be sent to your supervisor or designated manager.



## **10.0 Bills, Medical Reports, Etc.**

All documents received by an employee that pertain to a job-related injury must be submitted on a timely basis. Bills for medical treatment as a result of an on-the-job injury must be submitted to the Personnel Department and not to the County's health insurance. Do not assume that bills you receive at your residence are copies and that the originals have been sent to Personnel.

## **11.0 Limited Work Accommodations**

Limited or restricted duty assignments are job accommodations provided by both the Personnel Department and the affected employee's department. If an employee sustains an injury covered under Worker's Compensation, and the employee is released to return to work with physical restrictions, any accommodation must be approved by both the department Supervisor and the Personnel Department. Employees must make sure that their restrictions are clearly detailed by the treating physician and that a specific set of job responsibilities is outlined for the employee and his Supervisor.

Additionally, there will be a specific limit to the number of accommodations available in a department for employees considered to be within a healing period. These accommodations will not exceed sixty (60) calendar days. When an employee has reached the end of his healing period, he or she will be permitted to return to full work duty.

Limited work accommodation is assigned not by seniority, but by first eligibility and the work available in the department. Given the number of potential differences from employee to employee, each case will ultimately be examined on an individual basis.

## **12.0 Return To Work**

No employee may return to work from an illness or injury for which he or she has incurred lost time without a return to work slip from their treating physician. All claims for injuries and illnesses which are compensated under Worker's Compensation and are accompanied by a return to work slip must be approved by the Personnel Department.

An employee's return to work may be delayed by further examinations or requests for information by the Personnel Department if their present physical or mental condition poses a concern about their ability to perform their job. (This rule also applies to employees on accident and sickness leave as governed by union contract.)

**End Policy**