

College Operating Procedures (COP)



Procedure Title: Accidents and Worker's Compensation

Procedure Number: 05-0801

Originating Department: Office of Human Resources

Specific Authority:

Board Policy 6Hx6:5.00

Florida Statute 1001.64; 440.12; 440.13

Florida Administrative Code n/a

Procedure Actions: Adopted: 11/21/96; 12/2/08; 01/15/10; 02/16/10;
11/1/10

Purpose Statement: To provide the employee with procedures to follow in case he/she is injured or is involved in an accident while at work.

Guidelines:

No matter how insignificant an injury may seem when it occurs; notification must immediately be made to the Public Safety Offices, the immediate supervisor, and the Human Resources Office. Incident and accident reports will be completed by the appropriate officials in these offices.

The College carries insurance to cover the cost of work-incurred injury or illness. Specific benefits are prescribed by law depending on the circumstances of each case.

Procedures:

It is the responsibility of the supervisor or employee to report the accident/incident to the Office of Public Safety as soon as possible. The Office of Public Safety will forward a copy of the incident report to the Human Resources Office who will complete the required forms and provide authorization to seek either **emergency or non-emergency** medical treatment. If the employee cannot report the accident/incident, it is the responsibility of the supervisor to do so. Failure to report and process a worker's compensation incident in a timely manner may result in severe penalty to the College.

If the employee is approved and scheduled off work for more than seven (7) consecutive days due to the work related injury, the Workers' Compensation Carrier and the Payroll department will calculate the employee's time loss wages.

Commencement of Workers' Compensation payments, duration of payments, and rates of compensation are determined in accordance with Florida Statutes. Subject to revision of Florida law, Workers' Compensation indemnity payments are made on the following schedule:

If the employee's inability to work due to the injury lasts seven (7) days or less, no payment is made. Employee may use personal accrued leave for such absences.

If the employee's inability to work due to the injury lasts more than seven (7) days payment is made for the eighth (8) through the twenty-first (21) day.

If the employee's inability to work due to the injury lasts more than twenty-one (21) days, payment is made retroactive to the first day of absence. If retroactive payment is made through worker's compensation, the College will reinstate any personal accrued leave taken by the employee for the first seven (7) days.

I. Medical Emergency

- CALL 911 IMMEDIATELY. Have someone stay with the injured person until assistance arrives.
- Notify the Public Safety Office and supervisor or second level supervisor of the injured employee.
- Proceed to nearest emergency medical facility.
- Supervisor must notify the Human Resources Office at 239-489-9377. Appropriate staff will complete the necessary paperwork to fax to emergency medical facility.

II. Non-Emergency Injury (With or Without Treatment)

- The employee must notify the appropriate supervisor immediately.
- The employee must then report the injury to the Public Safety Office and complete the necessary forms whether seeking or not seeking medical treatment.
- If the injury requires medical attention on a non-emergency basis, the Human Resources Office will arrange for treatment with a Managed Care facility and complete an authorization for medical treatment.
- The employee assumes responsibility for his/her transportation. If the employee is unable to drive, the employee or supervisor should call a family member or friend.
- Employee must complete a Request for Leave form for time away from work for doctor's appointments which will be charged to the employee's own sick leave or pursuant to the appropriate Procedures.

Note: The College's Workers' Compensation carrier will only pay for services

provided by one of the approved Managed Care facilities. If the employee chooses a facility for treatment that is not approved, the employee may bear all costs associated with the treatment(s) received. Workers' Compensation claims are not covered under the College's medical group coverage.

III. If Unable to Work Due to a Workers' Compensation Injury

- Employee must keep all appointments with the College's authorized doctor.
- If the employee fails to report to work on the day that he/she has been released from the doctor to return to work, the absence will be charged to the employee's sick leave or Leave without Pay.
- If the employee is able to return to work with limitations, the doctor will send a written statement outlining any limits and restrictions. In this instance, the Human Resources Office will notify the Supervisor. The Supervisor and Human Resources will determine the adjusted schedule and/or tasks assigned to the employee to accommodate the doctor's recommendations and communicate with the employee.