

What To Do If Your Employee Is Injured At Work

If an employee is injured at work and the bodily harm is life or limb threatening, dial 911. If the injury is considered an emergency, employee should proceed to the nearest emergency room.

Otherwise, before you allow your employee to leave the work site you must do the following:

- Supervisor and Injured employee **immediately** calls Company Nurse hotline.
- Complete the appropriate forms in Workers Compensation Packet and return the original copies to Risk Management Office. The forms in workers' comp packet include:
 - Acknowledgement
 - DWC 1
 - Incident Report
 - Witness Report
 - Supervisors Report

Seeking Medical Treatment After You Are Injured

- **Kaiser Oakland Occupational Center** is where all treatment will be rendered. If your employee seeks treatment with any other physician, without having a pre-designated physician on file; workers compensation is not obligated to pay for treatment.
- **Pre-designated Physicians** are valid only if injured employee is in accordance with pre-designation regulations.

Initiating and Keeping contact with all involved parties

- Immediately provide **any** updates and **all** work status reports to Risk Management.
- Respond to all appropriate correspondence from JT2 (work comp administrator), Risk Management, or Norm Peterson (return to work administrator); via phone, mail or e-mail.

Additional Responsibilities

- It is absolutely mandatory that your employee completes an absence certificate for each day they are absent. If employee can not complete absent certificate, it is the supervisor's responsibility to complete and return to Human Resources every week.
- Require your injured employee to bring updated status reports after every visit to their physician. Require your injured employee to provide work status reports within 2 business days of appointment.

- Report any suspicious or fraudulent activity you may notice of witness.
- Promote health safety, preventative measures and positive return to work procedures for your employees.
- Be mindful of the employees you have with a workers' comp claim. You may want to keep an organized file on your employees. As updates are provided to you, you can document in an orderly fashion; which will help you to better understand the case.

Key Tips

- JT2 has 14 working days from the date they receive the claim to determine whether a case is accepted, delayed or denied. The claims are being coordinated through JT2XZ. We will provide you with updates as we receive them. All questions and concerns should be directed to the Risk Management office. Risk Management will provide you with updates as they are received.
- Employees with a claim that has been **accepted** are entitled to the 60 authorized days of industrial leave. Authorized days are defined as absences governed by a doctor's note. Or, if an injured employee is returned to work with modified restrictions, which the supervisor cannot accommodate. Risk Management will track the 60 days of industrial leave. However, accurate tracking is dependent on the supervisor's compliance with absence certificates. All questions and concerns should be directed to the Risk Management office.
- Employees with claims in **delay** status are not eligible for 60 days of industrial leave or monetary compensation from the workers' compensation program. In the interim, employees may use any available sick leave or vacation. An employee should consider applying for SDI if they are eligible. If the claim is accepted in the future, all sick and vacation used will be returned to the employee. All questions and concerns should be directed to the Risk Management office.
- Employees with claims that have been **denied** are not eligible for compensation under the workers' compensation program. In addition, they are not entitled to the 60 day industrial leave that Berkeley Unified School District offers their employees. All of their leave must be deducted from sick, vacation and any other leave that is available to them. Any questions and concerns can be directed to the Risk Management office. However, some questions or concerns may be re-directed to Human Resources.
- After 30 days of treatment with Kaiser Oakland Occupational Center, the employee has the option to change treating physicians, as long as it is authorized by JT2. Please be mindful of the work statuses you receive and what physician they are coming from. If you have any concerns please notify the Risk Management Office.

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