



Provo City School District Policy Series 5000: Personnel

5120 P1

Employee Accident/Injury Reporting Procedures

IN THE EVENT OF A LIFE OR LIMB THREATENING INJURY, CALL 911

For non-life threatening injuries:

1. Report any accident or injury to your supervisor.
2. Call *Company Nurse* at 1-888-375-0279.
 - a. In order for Workers' Compensation to be considered, you must call *Company Nurse* for instructions. The District has contracted with *Company Nurse* to provide a triage service. To receive Workers' Compensation benefits, **this step is required.**
 - b. A registered nurse from the triage service will help you assess the injury and identify the right course of treatment. He or she will refer you to the most appropriate level of care – such as an ER or clinic – or provide simple first aid or self-care guidelines.
 - c. Follow the instructions of *Company Nurse*, including where to seek medical attention. If you are referred to an urgent care provider, go to one of the facilities listed below:

OREM WORKMED
830 North 980 West
Orem, Utah 84057
Phone: 801-724-4000
Hours: M-F, 8:00 am – 5:00 pm

CONCENTRA OREM
601 North 1200 West
Orem, Utah 84057
Phone: 801-224-4211
Hours: M-F, 8:00 am – 5:00 pm

SPRINGVILE WORKMED
385 South 400 East
Springville, Utah 84663
Phone: 801-491-6400
Hours: M-F, 8:00 am – 5:00 pm

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- d. Seeing one's regular physician *will not* be covered until a referral to one of the designated providers has been given by *Company Nurse*. You may change doctors one time after treatment has been rendered at the designated facility.

3. Submit a completed Employee's Statement Regarding Accident form (5120 F1) to the District HR/Benefits Office and an Employee Accident Information Form (5120 F4) to the designated staff member (to enter info online). To receive Workers' Compensation benefits, these steps are required.

Workers' Compensation Benefits

When an employee is kept away from work by an on-the-job injury, workers' compensation benefits and sick leave benefits will be coordinated as follows:

1. Except in cases of extended disability, workers' compensation will not provide benefits during the first three calendar days following an on-the-job injury. If any of these three days are contract working days, the employee may use accrued sick leave and receive full pay for these days. Classified and secretarial hourly employees who normally work four or more hours per day will be paid their daily rate for the hours normally worked for any work days associated with the three day waiting period.
2. Payments under workers' compensation, beginning with the fourth day after the injury, may be somewhat less than the employee's regular salary. If the employee wishes to do so, the employee may use accrued sick leave to make up the difference between workers' compensation payments and regular salary. The time charged to the employee's sick leave account will be prorated so that, for example only a quarter of the day will be charged to sick leave, if that is all it takes to bring the total compensation up to the level of the employee's regular salary.
3. Recuperation from workers' compensation injuries must be in total compliance with the doctor's prescribed plan. Employees are not on vacation and should not do anything that could worsen or delay the healing process. Any variation from rest and limited activity must be prescribed by a doctor and have prior approval by the District insurance administrator before engaging in travel or the like.

Responsibilities

1. Employees are responsible to:
 - a. Follow safe work practices
 - b. Report any conditions that they consider unsafe to their supervisor or the HR/Benefits Office.
 - c. Promptly report occupational accidents to their supervisor.
 - d. Call Company Nurse to report injury and receive instructions.
 - e. Report occupational accidents to HR/Benefits Office as soon as possible but not later than five workdays following the accident, by completing the Employee's Statement Regarding Accident (5120 F1).

- f. Complete the Employee Accident Information Form (5120 F4) and return it to the designated staff member. (Each dept./location has a designated staff member to enter employee accident information on the USBAWC website - online form 122.)
 - g. Failure to report any occupational accident may result in the denial of benefits under worker compensation laws.
2. The employee's immediate supervisor is responsible to:
- a. Obtain prompt medical treatment for the injured employee and securing the accident scene as appropriate.
 - b. Keep all employee injury information confidential.
 - c. Complete Supervisor's Accident Investigation Report (5120 F2) and return it to HR/Benefits Office as soon as possible.
 - d. Complete a Witness Statement Form (5120 F3) (or have any witnesses complete a Witness Statement Form) and return it to HR/Benefits Office as soon as possible.
 - e. Report the incident to HR/Benefits Office, in the event the injured employee is unable to do so.
3. The HR/Benefits Office is responsible to:
- a. Coordinate with the supervisor in providing temporary, light duty, or alternative work assignments to injured employees as appropriate.
 - b. Fax or email Employee's Statement (5120 F1), Supervisor's Accident Investigation Report (5120 F2), and any Witness Statement forms (5120 F3) to Utah School Boards Risk Management Mutual Insurance Association.
 - c. Assure that new employees are aware of and understand the policy.
 - d. Coordinate and follow up on claims as necessary.

Approved by Board of Education: September 2011

Revised: July 2014
 July 2017