

## Workers Compensation Procedures

1. When an on-the-job injury or illness occurs, the injured employee is required to immediately report the accident his or her on-duty supervisor.
2. In the event of a serious work-related injury requiring immediate emergency treatment, the supervisor, employee, or co-worker shall call 911 or otherwise arrange for immediate proper medical transport or care.
3. For cases not involving immediate emergency treatment, the supervisor and the employee should complete a First Report of Injury Form, Accident Investigation Report, and a Medical Release form prior to or concurrent with seeking treatment.
4. Employees are not required to seek outside medical treatment for an on the job injury. However, reports should still be completed and forwarded to HR with a note that no medical treatment beyond first aid was provided.
5. Call HR and forward the above forms as soon as possible. In the event that I am not available, supervisors must call in claims to the PRM Reporting Line at 877-505-7304.
6. Except in the case of an emergency, employees should be seen at:

Hendry Regional Convenient Care Center

450 S Main St Suite 1

LaBelle

863-675-2356

Robert Caignet, DO

50 Belmont St.

LaBelle

863-675-7272

Hendry Regional Corporate Health

203 S. Gloria St

Clewiston

863-983-1123

After Hours:

Hendry Regional Medical Center, Clewiston

Lehigh Regional Medical Center, Lehigh Acres

7. Following an on-the job accident or injury, EMPLOYEES SHOULD NORMALLY BE DRUG TESTED. The Hendry Regional offices as well as Dr. Caignet should be able to conduct the test.

Exceptions may be made when the incident was something completely outside the employee's control. For example, if the injured employee was riding as a passenger in a vehicle, sitting in a parked vehicle, or if they are injured by a piece of equipment that has an unforeseeable failure, testing is not necessary.

Recording Time on the Timesheet:

For all employees, the remainder of the day of injury should be counted as administrative leave.

If the employee is not released to return to work, on their next scheduled day of work, their time should be coded as (Administrative) On the Job Injury Leave, up to a maximum of 7 days. Once an employee has used the 7 days, they should use leave code "SJ Sick Job Injury 1/3 or "WA Annual Job Injury 1/3 Leave"

If an employee is subsequently paid for the first seven days by the workers compensation carrier, the employee is to forward the payment to Hendry County.