



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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CHAPTER: Safety

SUBJECT: Workers Compensation

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Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

All Employees of the City of Marshfield have coverage for medical expenses and loss of income resulting from a work-related injury or illness, in accordance with the Wisconsin Workers' Compensation Law.

The City of Marshfield's insurance carrier determines what, if any benefits the employee will receive. The determination of benefits is subject to the requirements and limits of applicable Wisconsin Workers' Compensation Law.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. If any medical treatment is needed, the employee must obtain treatment. In the event emergency treatment is needed, the employee or someone in the area should contact emergency service 911 to request emergency assistance.

Procedures

In the event of an accident on duty or a work-related illness, the employee involved must notify his/her supervisor immediately.

When an employee sustains a work-related injury or illness, the first consideration must be the employees' condition. The immediate decision should be whether the injured employee requires medical attention. If in doubt, the employee should be instructed to obtain medical treatment.

If an employee obtains medical treatment, the doctor must complete medical documentation. No one is eligible to be released from work unless they have a release from the doctor.

If the employee is injured enough to lose time from work, he/she must be seen by the doctor in order to begin receiving Workers' Compensation benefits. The Workers' Compensation carrier will not begin paying benefits until they have received a doctor's excuse. The doctor's slip should be attached to the form sent to the carrier. If no doctor's slip is available a note must be attached stating the reason for the unattached slip as well as a date as to when a slip will be obtainable.

Upon returning from initial medical treatment, the employee must complete a *Workers' Compensation Report of Injury* and submit it to Human Resources as soon as possible. This report must be filled out completely. If the claim is a lost time claim the employee must complete last day worked and estimated day of return.

The employee is responsible to provide medical documentation each time they have a follow up appointment and they will not be allowed to return to work until medical approval is documented.

The supervisor will complete an *Accident Investigation Report* with the injured employee.

In order to complete the *Accident Investigation Report*, and obtain a complete understanding of the injury/illness circumstances, the supervisor will:

Interview the employee, which he/she should demonstrate for the supervisor what took place to cause the injury/illness.

Observe the area, equipment, and processes that were involved in the incident that created the injury/illness.

Interview other employees, which would have observed the incident.

The supervisor will forward the completed and signed *Accident Investigation Report* the Human Resources Department immediately.

The Human Resources Department may contact the supervisor, injured employee, or witnessing employees for further clarification of the incident.

Human Resources will administer and process all workers' compensation claims and reports of employee injuries according to appropriate procedures.

The Workers' Compensation representative may contact the supervisor and/or employee for further clarification of the incident.

Employees and/or supervisors failing to report a work-related illness or injury in a timely matter will be subject to discipline, up to and including termination; however, no employee can be terminated as a consequence of active Workers' Compensation claims.

Employees exhibiting repeated carelessness that results in work-related illnesses or injuries will be subject to discipline, up to and including unpaid suspension and/or termination.

Lost Time

Represented Employees- See Respective Labor Contract

All remaining groups of employees excluding casual will receive the difference between Workers' Compensation and their full compensation for up to 42 calendar days of lost time, due to a work-related injury/illness. Lost time includes time for medical appointments, reduced accommodated work schedule or temporary total time off of work due to a work related injury/illness. Employees are encouraged to schedule related appointments on off-time. After the 42 calendar days of absence, employees may supplement Workers' Compensation with other paid leave including sick leave, vacation, personal days, and compensation time for any time lost including time lost for appointments. 42 calendar days equates to 240 hours for employees who work an 8 or 10 hour work shift, 252 hours for employees who work a 12 hour work shift and 360 hours for employees who work a 24 hour work shift.

Casual employees are not eligible to supplement Workers' Compensation.

Injury Review Process

The City of Marshfield, in an effort to reduce the number of work-related accidents and the pain and suffering which accompanies those injuries, has formed a Safety Committee which is responsible for reviewing injuries on a regular basis.

The Committee will review the *Accident Investigation Form*. The immediate supervisor will be encouraged to suggest possible solutions, which can prevent similar occurrences in the future.

The Committee members, after reviewing the *Accident Investigation Form*, will be asked to "brainstorm" for possible corrective actions.

Benefits of this process include:

Improved follow-up and investigation of accidents and injuries.

The development of ways to prevent the reoccurrence of injuries.

The facilitation of "safety consciousness" at all levels of the organization.

The process imposes a degree of accountability on supervisors for accident prevention.

The process should eventually decrease the frequency and severity of injuries through corrective actions and increased safety consciousness.