

**Cottonwood, Inc.
Policies and Procedures**

SECTION: General

POLICY NO: 02-011

SUBJECT: Reporting Work Related Injuries

EFFECTIVE DATE: May 1988

Policy:

Any employee/worker who is injured while working for Cottonwood, Inc. must report the accident to his/her Supervisor or Residential on-call Manager. A Report of Non-Vehicle Accident form must be completed for those injuries requiring treatment by a physician or emergency medical service personnel.

Procedures:

1. The supervisor or staff person who is responsible for the injured person or is in closest proximity will determine whether emergency treatment is required (if the injured person cannot determine for themselves) and if so, will call 911.
2. All work related injuries requiring professional medical attention must be treated at Workplace Wellness at LMH Health in order to be fully covered by Cottonwood, Inc.s Workers Compensation. Please see the Human Resources Director prior to seeking other options. (accidents during Residential hours will be treated at the emergency room).
3. If the accident involves an employee, the employee will report verbally and then complete a Report of Non-Vehicle Accident form and submit this to his/her immediate supervisor within 24 hrs. The immediate supervisor will assist the employee in completing a Worker's Compensation form. These forms should be submitted to the Human Resources Director, who will forward them to the department's safety representative as soon as possible.
4. If the accident involves a consumer, the immediate supervisor will report verbally and then complete a Report of Non-Vehicle Accident form and submit this to the appropriate coordinator within 24 hrs. The coordinator will complete a Worker's Compensation form. These forms should be submitted to the Human Resource Director who will forward them to the department's safety representative as soon as possible. An Incident Report needs to be submitted if an Emergency Room visit or hospitalization results.
5. The Human Resource Director will:
 - A. Submit necessary documentation to the insurance carrier according to their schedule.
 - B. Retain copies and file necessary documentation in personnel records.

6. Within 1 week of the accident, the supervisor will complete the Supervisor's Investigation Report to take preventive measures and submit to the Human Resource Director.

7. If the injury requires treatment outside the facility, the employee/consumer will be required to obtain from Workplace Wellness, written approval to return to work, prior to being allowed to return. This approval should be submitted to the Human Resource Director to be filed.

8. Quarterly, the Safety Committee will review and analyze the Accident Reports to determine trends and corrective action needed.