

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.3.3 **PAGE: 1 of 2**

SUBJECT: WORKER'S COMPENSATION

DEPARTMENTS AFFECTED: ALL

APPROVED BY:

ISSUE/REVISION DATE: 2-11-94, 6-11-98 , 6-01-2015 **EFFECTIVE DATE: 12-1-90**

PURPOSE: To insure that employees who may have sustained a work related injury or illness receive all the benefits and only the benefits due to them under the Illinois Worker's Compensation Law.

DEFINITIONS:

Work Related Injury: Is defined as an injury to the employee which occurs while he/she is engaged in the performance of his/her duties.

Work Related Illness: Is defined as a sickness incurred by an employee in the performance of his/her duties which arises out of a risk peculiar to, or increased by, the employment and not common to the general public, e.g. clinical exposure, toxic exposure.

PROCEDURE:

In the event of an on-the-job injury:

1. The injured employee will immediately report their injury to the nurse in charge.
2. If an injury is not a medical emergency, the nurse and the employee together will follow the guidelines below in conjunction with our injury management program called Company Nurse.
 - A. The employee and supervisor will telephone Company Nurse at 1-877-545-9148 and speak with the medical professional who will assist the employee with his or her medical needs and expedite the claims processing. The Nurse receiving the call will triage the injury as follows:
 - No Treatment needed – Return to work
 - Self-Treatment, RN Advise – Return to Work, same or next shift
 - Seek Treatment at Designated Clinic/physician
 - Emergency – call 911, seek emergency treatment immediately

The Company Nurse Hotline is available 24 hours per day, seven days per week.

Company Nurse will complete the supervisor first report of injury and immediately forward a copy to the Workers Compensation liaison, the treating center if necessary, and the workers compensation insurance company. The Company Nurse will handle all initial reporting of employee incidents. It is important to report all incidents no matter how minor. This protects the employee's rights under workers' compensation.

3. The supervisor will then collect the following documents and forward to the Workers Compensation liaison in the Human Resources Department.
 - Witness Statements (if applicable)
 - Injured Employee statement

4. The supervisor will also take a photograph of the location where the injury happened and send it to the Director of Facility Services.

5. Once the initial claim has been filed, any further follow-up will be with the organizations Workers Compensation liaison. This includes light duty assignments, return to work status, continued treatment.