City Personnel Policy

INJURY ON THE JOB REPORTING

POLICY:713

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POLICY:

The purpose of this program is to provide guidelines for employees who are injured on the job to report timely. The policy of the City is to provide prompt medical treatment as well as investigations in all on the job injury incidents. It is also the policy of the City to prevent fraudulent claims as it pertains to injury on the job reporting.

APPLICABILITY:

All employees.

PROCEDURE:

1. Injuries on the job, whether requiring medical treatment or not, are required to be reported immediately to the employees supervisor. The Injury Reporting form must be completed by the employee and their supervisor and submitted to the Risk Manager within 24 hours of supervisor being notified of an injury occurring on the job.

2. If an employee is immediately hospitalized as a result of an injury or illness incurred while on the job, the Department Head shall notify the Risk Manager as soon as possible.

3. Upon notification of the incident, the Risk Manager will contact the employee directly to discuss next steps. If the incident occurs during off hours, the Risk Manager will be expected to contact the employee by the end of the next business day.

3. Failure by the employee to complete and submit the Injury Reporting form to the Risk Manager within 72 hours of the injury occurring will result in a mandatory unpaid suspension of three working days or one 24 hour shift in the Fire Department.

   In the case of Fire Department employees, only in instances where there are more than 72 hours between employees scheduled shifts will the employee be permitted to exceed the 72 hour requirement. In no case shall Fire Department employees exceed 120 hours to report from the time of the injury.