

**HUMAN RESOURCE****EMPLOYEE SAFETY****I. Worker's Compensation**

Ohio County Schools shall maintain good standing in the WV Worker's Compensation system and will cooperate with the Worker's Compensation Division and its representatives in preventing accidents as well as processing claims of any injured employee and assisting the employee in remaining at or returning to work as soon as possible.

**II. Reporting Injuries**

It is the responsibility of each employee to report within 24 hours any injury sustained by the employee to the immediate supervisor, regardless of whether or not medical treatment is required at the time. If the employee seeks medical attention, the supervisor will provide information regarding Workers' Compensation and the return to work program including a form for the attending physician to complete. An accident report form will also be completed by the employee and the immediate supervisor and forwarded to the Business Office no later than 48 hours following an injury. Prompt reporting is needed to provide accurate data on the nature and cause of injuries in order that appropriate analysis and remedial measures can be undertaken.

**III. Reporting Hazards**

Ohio County Schools expects its employees to assist in maintaining a safe workplace by being alert for any potential hazards that could cause an injury and promptly reporting the same to their immediate supervisor. Reporting forms will be available to all employees at their work locations and shall be submitted to the Safety Committee. All reports will be reviewed and corrective action taken where appropriate.

**IV. Safety Training**

Ohio County Schools will offer appropriate safety training to its employees on a regular basis. The training will be

designed to alert employees of the potential for injuries in the workplace and to help them recognize and avoid hazardous situations which could result in an on the job injury. Training will also include appropriate use of required safety equipment. A record of training will be maintained by the Safety Committee.

#### **V. Return-to-Work Program**

Ohio County Schools recognizes the importance of establishing and managing an effective program to facilitate a prompt and safe return to work following an employee injury. The program will be designed to ensure quality medical care, contain Workers' Compensation costs, and return injured workers to productive, gainful employment. The following guidelines accomplish this commitment to return employees to modified or alternative work following a job related injury.

- A. If the treating physician determines the employee is unable to perform his/her regular job duties, within 24 hours the employee must have the physician complete the form provided by the supervisor under II. Reporting Injuries. The employee must return the form to the Human Resource Office. Human Resource Office personnel will follow up with the Board's insurer's specialist to provide the physician's form and alert them that there is a return-to-work program in place.
- B. Once it has been determined that a modified/alternative job is available, Human Resource Office personnel will meet with the employee to discuss job duties and the starting date and time the employee is to report to work. It is the employee's responsibility to alert his/her personal claims adjuster if only part time work is available so that eligibility for partial or supplemental benefits can be reviewed.
- C. It is the employee's responsibility to report to his/her direct supervisor and Human Resource Office personnel if there are job duties that the employee feels s/he cannot perform while working modified duty. Human Resource Office personnel will discuss this with the insurer's return to work specialist. An external field case manager may be assigned to your claim if successful return to work is not possible.
- D. It is the employee's responsibility to follow the physician's work modifications and limitations. If

the employee knowingly violates either, s/he may be ineligible for workers' compensation or other benefits in the event of further injury.

#### **VI. Safety Committee**

A safety committee shall be established to review concerns and monitor compliance with these regulations. The committee will be chaired by the Assistant Superintendent with representatives from the professional and service staff as well as a community representative.

**REGULATION REVIEWED:** June 9, 2014

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**OHIO COUNTY BOARD OF EDUCATION**