

**1. When a work related incident occurs the supervisor should:**

**WITHIN 24-HRS OF THE OCCURRENCE:**

- Contact the employee to discuss the incident, identify plausible causes & ways to prevent reoccurrence.
- Note any policy violations that may have occurred and their consequences.

**WITHIN 72-HRS OF THE OCCURRENCE:**

- Ensure all witnesses complete the *Statement of Witness to the Incident* form, *HamCo046*.
- Conduct an incident form review and complete the *Supervisor Investigation* form, *HamCo045*.
- Return to the Dept/Agency Workers' Comp Liaison the signed original *FROI-1*, *Supervisor* form, *Authorization to Release Medical Information* form, *Hamilton County Salary Continuation Employee Election of Compensation* form, and *Witness Verification* form(s).

**2. When a work related occurrence results in a need for medical attention the supervisor should:**

**ASSIST THE EMPLOYEE PRIOR TO THEIR SEEKING MEDICAL ATTENTION BY:**

- Direct the employee to the Managed Care Organization for assistance in seeking appropriate medical case management if the employee does not have a BWC provider.

**3. Following a medical visit the supervisor should not allow the employee to return to duty until the employee submits medical documentation of:**

**RETURN TO WORK WITH NO RESTRICTIONS (FULL DUTY):**

- Medco-14 submitted to the supervisor releasing the employee to work without restrictions.
- Employee should return to work on date indicated on release signed by the medical Provider.

**RETURN TO WORK MODIFIED DUTY (RESTRICTED DUTY):**

- The employee will communicate with the supervisor within 24-hrs of any treatment identifying: all listed restrictions, the date of the next scheduled follow-up appointment, and the release to return to work date on the Medco-14. The supervisor will communicate if the department can, at this time, accommodate the restricted duty as outlined on the Medco-14.
- Employee is expected to return to work on the date indicated on release signed by the medical provider.
- If the department cannot accommodate the restrictions on the Medco-14, the employee can not return to work and must attend all follow-up medical appointments.
- For each medical visit the employee must submit a new Medco-14 until a full duty release is obtained. If the Medco-14 has new restrictions the process begins again.

**IF THE EMPLOYEE IS NOT TO RETURN TO WORK:**

- The employee will communicate with the supervisor within 24-hrs of any treatment indicating the reason for the absence and the date of the next scheduled follow-up appointment.
- For each medical visit the employee must submit a new Medco-14 until a full duty release is obtained. If the Medco-14 has new restrictions the return to work process begins again.

**4. Within 48-Hrs:**

**OF OBTAINING EACH MEDCO-14:**

- Submit the Medco-14 to the Dept/Agency Workers' Comp Liaison.

**OF KNOWLEDGE OF EMPLOYEE STATUS CHANGES:**

Keep the Dept/Agency Workers' Comp Liaison updated on:

- Last full day worked before the incident.
- Return to work following the incident.
- Number of lost work days following the incident.
- Number of restricted duty days following the incident.
- Availability of modified duty at the job site.

**5. Within 8-Hrs:**

**IF A FATALITY OR MULTIPLE INJURY INCIDENT OCCURS:**

- Notify the Hamilton County Workers' Compensation Specialist at 946-4703.