

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

**ACCIDENT REPORTING PROCEDURE—
WORKER'S COMPENSATION INJURIES**

Regulation No:

2.23

Effective Date:

February 5, 2016

Supersedes: December 15, 2008

I. PURPOSE

All on-the-job injuries, no matter to what degree, must be properly reported and documented. The following procedures are to be followed by all Town employees whenever an accident occurs.

II. GENERAL INFORMATION

- A. All department heads and supervisors have been provided with copies of the reporting procedures. It is the responsibility of supervisors and department heads to maintain this information in a usable and readily accessible manner.
- B. The Director of Human Resources is responsible for any amendments to these procedures. Any changes in these operating procedures will be made in writing by the Director of Human Resources upon receiving the approval of the Town Manager.
- C. Instructions for reporting on-the-job injuries apply to all Town employees in all instances. Every supervisor and department head is responsible for explaining to his/her employees the accident reporting procedure and the penalties for failing to comply with it. Failure to follow these instructions may result in disciplinary action as detailed in the Town of Vienna's Administrative Regulations.
- D. Questions concerning these policies are to be addressed to the Director of Human Resources. Only the Town Manager and the Director of Human Resources may exempt an employee from following these procedures.
- E. All department heads and supervisors have been provided with a copy of the on-the-job injury accident reporting policy and the applicable forms. Additional copies may be obtained on the Town's website or by contacting the Human Resources Office.

III. ACCIDENT REPORTING PROCEDURES:

A. ACTION STEPS

- 1. As soon as the injury occurs, the employee notifies his/her supervisor.
 - a. **All accidents are to be reported to the Supervisor immediately, whether or not the employee chooses to seek medical treatment.**
 - b. In all cases, the supervisor must provide the employee with the Workers Compensation Panel of Physicians list and have them check the appropriate

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box and sign. Whether the employee chooses to get treatment or not, the supervisor retains the signed copy and provides an additional copy to the employee.

2. The supervisor and employee call NT24 at 1 (877)234-0898 (24 hours a day, 7 days a week, 365 days per year)
 - a. An employee may speak to a medical professional (RN) and receive consultation services when reporting the injury or report the injury to a customer service representative only.
 - b. If the employee does not wish to call or is unable to call NT24, the supervisor must call on the employee's behalf and report the injury.
3. If the employee chooses to seek treatment, then the supervisor must provide the employee with a "Medical First Report" form to be completed by the attending physician selected from the panel list.
 - a. The employee is then transported to the medical care facility.
4. Upon conclusion of the treatment, the employee must provide a copy of the completed "Medical First Report" to their supervisor.
 - a. The supervisor then forwards a copy of this form to Human Resources.
5. In the event medications are required, the supervisor must provide the employee with the Workers Compensation First Fill Prescription Form.
 - a. This form is for one time use only in obtaining the first prescription after an injury.
 - b. Authorization for refills or additional prescriptions must be obtained from the Town's worker's compensation provider, VML (Virginia Municipal League)
6. If the employee has been referred to a specialist, the specialist will be chosen from the Specialist Panel List. If no appointment is set, the employee must establish contact with their assigned Workers' Compensation representative at VML to set the appointment. Typically, VML's representative contacts the injured employee within a day of the accident or injury.

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7. If the employee is not satisfied with the location of the referred specialist, the employee may contact their assigned Workers' Compensation representative at VML to request a different specialist at a more convenient location.

V. APPLICABLE DOCUMENTS

- Action Checklist for On-the-Job Injury (AS 2.23-1)
- Medical First Report (AS 2.23-2)
- Workers' Compensation Panel of Physicians (AS 2.23-3)
- Workers' Compensation First Fill Prescription Form (AS 2.23-4)

<i>Signature of Town Manager:</i>	<i>Date:</i>
	February 5, 2016