

H. WORKERS' COMPENSATION – ACCIDENTS ON DUTY

When an employee (full-time or part-time) has an accident and is injured in any manner while on duty, the employee will immediately report the accident/incident to his/her supervisor. The supervisor will report the accident/incident to the school secretary or person designated to file the accident report.

Any principal, supervisor, secretary, nurse or management employee who has knowledge of an incident or injury on the job must ensure their school secretary or person designated completes a First Report of Injury regardless of whether the employee complies.

Goose Creek CISD provides Workers' Compensation coverage for each employee. Employees should be encouraged to seek medical treatment for all accidents, if they choose.

PROCEDURES

The following procedures must be followed when a work accident or injury occurs or is reported:

EMPLOYEE RESPONSIBILITIES:

1. Report
 - a. All employees must immediately notify their supervisor of any injury that occurs while on duty – regardless of whether or not they require medical attention.
2. Lost Time
 - a. In the event an employee is unable to work due to an injury on the job the employee must immediately notify Risk Management, (281)420-4838, workerscomp@gccisd.net or their school or department secretary.
 - b. Employee must immediately advise Goose Creek CISD whether they wish to use their available leave for any time lost due to a workers' compensation injury via the *Leave Election Form*. In the event an employee does not complete a *Leave Election Form* the District will assume employee does not wish to use available leave and employee will not be paid for the days missed.
 - c. Employee must notify supervisor on current work status immediately after each check up with treating physician until released to return to work.
3. Medical Treatment – Goose Creek CISD has chosen the Political Subdivision Workers' Compensation Alliance (the Alliance) to

manage the health care and treatment of employees who are injured at work

- a. For emergencies, employee may go to the nearest emergency room. Otherwise, employee must choose a treating doctor from the Alliance provider list located at www.pswca.org.
- b. Employee must inform treating physician of job duties and that Goose Creek CISD will consider modified duty whenever an employee is unable to perform all the tasks of the original job.
- c. Employee must keep supervisor updated on work status after each check up with treating physician until released to return to work.

SUPERVISOR RESPONSIBILITIES:

* In the event of a medical emergency, the supervisor should direct the employee to the nearest emergency facility for treatment.

- a. The supervisor, manager, principal, secretary, nurse or HR person who receives a report of injury on the job, or becomes aware of an incident must direct and/or escort employee to the campus secretary or location contact in order to ensure a First Report of Injury form and other mandatory information is completed.
- b. Once any of the above mentioned personnel become aware of an accident or incident they are required to report it to the campus secretary or location contact regardless of whether employee cooperates.
- c. The supervisor is responsible for ensuring the secretary or location contact (Risk Management) is immediately notified whenever an employee misses time due to an injury on the job or returns to work.

CAMPUS SECRETARY OR LOCATION CONTACT

- a. In the event an employee must seek treatment immediately, please make every effort to complete and give employee a "Progressive Medical First Fill" Form. This will allow the employee to fill a prescription.
- b. Click this link and file a First Report of Injury (https://www.tasb.org/apps/froi/froi_select.cfm) – once it is submitted, print and keep a copy for your records and give a copy to the employee.

- c. Give the employee a copy of "Notice of Injured Employee Rights and Responsibilities."
- d. Ensure employee signs "Employee Acknowledgement of the Alliance." Give a copy to the employee and keep a copy for your records.
- e. Please ensure employee completes and signs the "Elect Leave Benefits with Workers' Compensation". Even if employee is not losing time, this should be completed in the event they are unable to work in the future due to their injury. Make a copy of the Elect Leave form for the employee and immediately fax or email the completed form to Wallace Vosloh - Risk Management Coordinator, (281)420-4470 fax wsvosloh@gccisd.net.