


Policy Title:		Accident Reporting for Work Related Injuries and Illness	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Accident Reporting for Work Related Injuries and Illness
		Administrative Policy #	
		Revision #	
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	
Implementation Date			

1. OBJECTIVE

- 1.1. To establish the guidelines for Detroit Water and Sewerage Department (DWSD) employees when a work related accident, injury, or illness occurs.

2. PURPOSE

- 2.1. DWSD acknowledges its duty to comply with the Michigan's Workers' Disability Compensation Act of 1969. It is also the philosophy and practice to provide employees who are injured on the job with the best medical and rehabilitation service possible, which will afford employees the most comprehensive recovery and adequate level of health to return to work. This policy establishes the pertinent provisions of the City of Detroit's workers' compensation program and the procedure for the proper handling of workers' compensation claims.

3. DEFINITIONS

"Compensable injury or illness" means an injury or illness that prevents an employee from performing his/her functional responsibilities or substitute responsibilities for a period of time exceeding seven (7) calendar days.

"Covered injury/illness" means an injury/illness that arises from, and in the course of the employment as defined by the Bureau of Workers' Disability Compensation according to Michigan law.

"Modified Duty Injury or Illness" means an injury/illness, which prevents an employee from performing his or her functional responsibilities (normal work duties), and substitutes other work which accommodates the restriction(s) prescribed by the attending physician.

"Redemption" means a negotiated lump sum payment (or series of payments for a set period of time) that redeems the employer and/or insurance carrier's liability for an employee's covered work-related injury or illness claim.

4. SCOPE

- 4.1. This policy applies to all DWSD employees, contractors, student interns, and other persons for whom are employed by DWSD.

5. RESPONSIBILITIES

5.1. Management

- 5.1.1. Management upholds this policy and shall not discourage or interfere with compliance with this policy.
- 5.1.2. Management shall work in collaboration with the employee to complete an official accident report and shall evaluate all aspects of the occurrence and make necessary adjustments to prevent a work related injury or illness from reoccurring.

5.2. Human Resources

- 5.2.1. Human Resources publishes this policy; communicates this policy to all employees; reviews, approves and publishes divisional standards; and updates this policy as necessary.
- 5.2.2. Human Resources interprets and enforces this policy; ensuring that workers compensation claim processing is conducted in compliance with DWSD policies and standards.

5.3. Employee

- 5.3.1. Employees should be familiar with, understand, and fully comply with this policy.
- 5.3.2. Employees shall provide accurate and detailed information as it relates to an injury or illness through work.
- 5.3.3. Employees must pay for their portion of the premium to continue hospitalization and life insurance benefits. These deductions will occur automatically while the employee is on payroll. If removed from payroll, the employee must make arrangements with the City of Detroit Payroll Office to pay premiums in order to continue coverage.

6. POLICY

6.1. General Policy

- 6.1.1. In the event that an employee has a work related accident, injury and/or illness while on the job, the incident shall be documented, a thorough investigation will be conducted and appropriate care will be provided for covered injury and/or illness to the employee.
- 6.1.2. Employees must report all injuries and work related illnesses, regardless of severity to their supervisor and complete an Employee Accident or Disability Report Form.

6.2. Reporting a Work Place Injury

- 6.2.1. All on-the-job injuries should be reported immediately or as soon as it is reasonably possible to their manager or supervisor. Employees should report to their supervisor by phone or other direct communication.
- 6.2.2. Late reporting may result in benefits being delayed, reduced, or denied. Late reporting may also result in disciplinary action.
- 6.2.3. The employee is responsible for completing and signing the Employee Accident or Disability Report Form. The employee's manager or supervisor is responsible for

reviewing and signing the Accident Report Form before forwarding to DWSD's Safety Team.

- 6.2.4. The employee is required to receive initial medical treatment at an authorized medical facility approved by DWSD for the first thirty (30) days. The employee's manager or supervisor, or a designee, must accompany the employee to the clinic for the initial visit with a signed Authorization for Treatment and Billing form. Employee's are responsible for transportation to and from the medical facility after the initial visit.
- 6.2.5. The employee should report to Human Resources and provide a physician's report to Human Resources after leaving the clinic. The physician's report must clearly state the employee's ability to work and any applicable restriction(s).
- 6.2.6. Any restriction(s) must be reviewed and determined by Human Resources in conjunction with the employee's manager or supervisor as to whether the restriction(s) can be accommodated for light duty work.

6.3. Reporting a Severe Work Place Injury

- 6.3.1. In the case of a severe injury, the employee should receive the proper medical treatment immediately by dialing 911 or seeking the nearest hospital. In these situations, the on-site manager or supervisor may exercise discretion to secure the proper medical treatment for the injured employee prior to initiating the reporting process.
- 6.3.2. If it is necessary for the employee to go to the emergency room, the employee must notify his/her manager or supervisor immediately upon discharge for authorization to visit a designated clinic.
- 6.3.3. After medical treatment has been secured, the procedures outlined in the Reporting a Work Place Injury section must be followed.

6.4. Compensation and Benefits Continuation for Covered Work Related Injuries

- 6.4.1. Work-related injuries/disabilities lasting fewer than eight (8) days:
 - 6.4.1.1. Time off work may be deducted from the employee's accrued paid time off (PTO) bank.
- 6.4.2. Work-related disability lasting more than seven (7) days:
 - 6.4.2.1. Written documentation must be received indicating that an employee is medically unable to work for more than seven (7) consecutive days. Workers' Compensation benefits will begin the eighth (8) day after the injury or disability date;
 - 6.4.2.2. If an employee remains disabled for more than fourteen (14) consecutive days, compensation will be computed from the first day of injury;
 - 6.4.2.3. All employees shall be covered by the applicable Workers' Compensation laws and related benefits. An employee sustaining injury or occupational disease arising from, and in the course of DWSD employment, shall be continued on the payroll;

- 6.4.2.4. Employees who have covered injury and or illness lasting less than fourteen (14) days shall have time charged to paid time off banks to cover the first seven (7) days not covered by Workers' Compensation payments.
- 6.4.2.5. In the absence of any paid time off banks, he/she shall be paid two-thirds of his/her daily wage or salary (less any overtime) for a period not to exceed seven (7) days.
- 6.4.2.6. For purposes of this policy, take home pay is defined as gross pay from DWSD less Social Security deductions, and less federal, state and city income tax withholding amounts based on the employee's actual number of dependents. Employees shall be eligible to earn current sick leave.
- 6.4.2.7. Employees shall not be eligible for holiday pay, nor earn additional vacation or reserve sick leave when they are being paid Workers' Compensation benefits.
- 6.4.2.8. DWSD agrees to continue hospitalization and life insurance benefits for employees with one (1) or more years of seniority who have been approved for Workers' Compensation benefits for a period of nine (9) months after they go off the payroll. Thereafter, employees will be entitled to benefits, which accrue to them through the Pension Plan and the Income Protection Plan.
- 6.4.2.9. In order to continue hospitalization and life insurance benefits, employees are responsible for their portion of the premium as required. Those deductions will be made automatically while the employee remains on the payroll. Once they are removed from the payroll, they must make arrangements with Human Resources to pay those premiums in order to continue coverage.
- 6.4.2.10. Work related disabilities may be applied to available time during that rolling year under the Family and Medical Leave Act of 1993 (FMLA). Guidelines under the DWSD's FMLA policy shall apply.

6.5. Physician Visits and Follow-up Visits

- 6.5.1. All employees visiting an authorized physician under this policy, whenever scheduled, are not to be paid additional compensation by DWSD. Examples include:
 - 6.5.1.1. An employee off of work on a compensable Workers' Compensation leave and ordered to a physician shall not be paid an overtime rate;
 - 6.5.1.2. An employee off work on a challenged case and ordered to a physician shall receive no compensation;
 - 6.5.1.3. An employee scheduled for a medical examination by DWSD during their working shift shall be paid regular time with no deduction in pay during the time they are off work for the examination for the first initial visit. All follow-up visits must be scheduled by the employee either an hour before or after their regular working shift;

- 6.5.1.4. If an employee is working but is scheduled for a medical examination during non-duty hours, no compensation is due;
 - 6.5.1.5. DWSD will pay all eligible medical bills associated with the job injury;
 - 6.5.1.6. The determination for payment of Workers' Compensation is dependent on the investigation and medical evaluation made by the City of Detroit's Risk Management Team.
- 6.5.2. Employees are responsible for transportation to and from the medical facility after the initial visit.

6.6. Return to Work

- 6.6.1. The employee must be released to return to work by the authorized treating physician. A written statement verifying the employee's release must be submitted to Human Resources. The physician's report must clearly state whether or not the employee is able to return to work and what restriction(s), if any, are necessary. Human Resources, in conjunction with the employee's manager or supervisor, will determine if the restriction(s) will be accommodated.
- 6.6.2. A physician exam and assessment conducted by an employer-designated physician shall be required prior to the employee's return to work.
- 6.6.3. If an employee is placed on restricted duty, Human Resources and Management will take all reasonable measures to attempt to accommodate the imposed restriction(s) to ensure employee's return to work.
- 6.6.4. Workers who suffered covered job injuries will return to active employment to perform work tasks that are compatible with their current physical capabilities. To the maximum extent possible, employees will be returned to their former job classification if they are presently able to perform the essential duties with or without reasonable accommodations.
- 6.6.5. If the employee is presently able to perform some but not all of the essential duties, but there is competent medical documentation that he/she will be placed conditionally in an available position in the classification subject to review at the end of this period, work tasks assigned will be those compatible with a present work restriction(s).
- 6.6.6. If the employee cannot presently be returned to his/her former job classification, he/she may be placed in an appropriate available position in another classification on a temporary basis until such time as the employee is able to return to his/her former job classification or acquires permanent status in the alternate classification by action of Human Resources. The duration of the temporary status shall be in accordance with the Workers' Compensation Act. During the temporary period, efforts will be made to place the employee in available positions consistent with his/her training and experience and current physical capabilities.
- 6.6.7. Failure to return to work on light duty, where applicable, will result in a discontinuation of compensation.

6.7. Discontinuance of Workers' Compensation Benefits

- 6.7.1. Benefits will be discontinued if an employee does not continue treatment with the employer designated physician until official release from treatment.
- 6.7.2. Benefits will be discontinued if the employee is no longer deemed disabled.

6.8. Workers' Compensation Redemption

- 6.8.1. After six (6) months from the date of the covered injury or illness, DWSD will evaluate the Workers' Compensation claim to determine if it is prudent to settle the claim through the redemption process.
- 6.8.2. The State of Michigan notifies the employee that his or her claim may be eligible for the Workers' Compensation redemption process.
- 6.8.3. The redemption is voluntarily agreed upon by both parties. If an employer does not object in writing or in person, the employer is considered to have voluntarily agreed to the redemption.
- 6.8.4. All redemption settlements must be approved by a Workers' Compensation magistrate at a formal hearing.

6.9. Reasonable and Necessary Accommodations

- 6.9.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.