Workplace Injury/Illness Procedure Employee Acknowledgement

Report the Injury or Illness Immediately (prior to end of shift) to Department Supervisor or City Clerk

IF YOU SUFFER A WORK RELATED INJURY OR ILLNESS, YOU MUST ABIDE BY THE FOLLOWING STEPS:

- Assess the situation/injury.
- Send someone for help. Call 911 if needed.
- Render First Aid, if necessary and properly trained.
- All work-related injuries and illnesses MUST be reported IMMEDIATELY to your supervisor.
- Determine if professional medical attention is necessary.
- Obtain an authorization for work comp medical treatment from the City Clerk (if employee requires immediate medical attention, the Clerk will send the authorization form directly to the care facility).
- Present the authorization form to the receptionist at Immediate Care at 4722 W Kellogg Wichita, KS.
- Return appropriate medical treatment forms to your supervisor before going back to work or immediately after each appointment.
- Keep all appointments for ongoing medical care and participate fully in the treatment of your injury or illness.
- Prescriptions for work related injuries or illnesses can be filled at Cheney Pharmacy.

IMPORTANT

For work related injuries, all employees will need to follow the City of Cheney's reporting instructions. Failure to follow the instructions could delay workers compensation payment(s) and could result in inaccurate information and reporting. The City has designated Immediate Care 4722 W Kellogg Dr Wichita, KS as the workers comp primary physician. If an employee chooses to see a physician that is not the City's designated physician, Worker's Compensation will only pay for the first \$500. Any amount over the first \$500 will be the responsibility of the employee.

POST-ACCIDENT DRUG SCREEN

Employee may be required to submit a drug/alcohol screening after the involvement in a workplace or vehicular accident.

ACCIDENT INVESTIGATION

The supervisor will conduct an investigation and complete the "Accident Investigation Form" (within 48 hours). Completed form is to be turned over to the City Clerk for review by the Safety Committee.

EMPLOYEE/DOCTOR COMMUNICATIONS

It is the responsibility of the employee to meet with their Supervisor and/or City Clerk following each doctor visit to discuss the results of the appointment. The employee will bring with them documentation with the written instructions from the physician outlining medications, days away from work and any restriction of work or motion.

RETURN TO WORK

The City of Cheney will make every effort to identify and create alternative or modified work-duty tasks matching a worker's impaired physical capability from a work-related injury or illness. The treating physician will determine any limitations related to your injury and the City will provide appropriate modified duty assignments if possible once a release to work with limitations form is received from the doctor. If you are required to stay off work, you may be eligible for wage benefits which begin after seven (7) calendar days. You will not receive benefits for the first seven (7) days until you have been off work for 21 consecutive calendar days.

I acknowledge that I have received and read (or had read to me) the Employee Acknowledgment regarding work related injuries and illnesses.

City Clerk's Signature