

County of Gloucester
Human Resources Manual

CHAPTER:	8 – SAFETY AND SECURITY	ADOPTED: 3/7/06
SECTION:	2 – INJURY ON-THE-JOB	REVISED: 6/10/15

Gloucester County maintains the following policies with regard to work-related injuries:

- Employees must report all accidents immediately to his/her immediate supervisor.
- On-the-Job Injuries are reported on the form titled *Report of Job Accident* which is found in HR 8.2 Exhibit Z.
- If an on-the-job injury occurs as part of an incident involving County property (such as a County car, a piece of machinery, parking lot, etc.) HR 8.4 Exhibit W should be completed.
- The Safety Staff, Department of Human Resources, is to be contacted immediately (except in cases of emergency) for coordination and direction.
- If medical care is requested, treatment will be provided by a County Authorized Physician as permitted by NJ statute 34:15-12 et seq.
- If an employee is seriously injured and no County Authorized Physician is available, treatment may be sought at the nearest hospital emergency room.
- All follow-up care is to be provided as directed by a County Authorized Physician.
- The County is not liable for medical bills accrued by an injured employee if treatment is not authorized.
- All parties cooperate by providing accurate, complete, and detailed information regarding circumstances of the injury.
- Additionally, the County participates in a “Light Duty” work program (for work related injuries) whereby employees are expected to resume work when authorized by the County Authorized Physician. (Please see HR 5.7 for more details) Should restrictions of work duties be imposed, the County will follow the necessary procedures as mandated by New Jersey Workers Compensation Laws.

Employee:

Immediately reports all accidents to Supervisor.

If an incident involving County property has occurred, completes the Notice of Accident/Injury Form (HR 8.4 Exhibit W). Please see HR 8.4 for more details.

Provides advance notice to his/her Department of all related medical appointments. The County reserves the right to verify the scheduled appointments.

Communicates with his/her Department the outcome of each physician's appointment.

Provides documentation of attendance of all scheduled appointments as well as details of any and all work restrictions.

Participates in rehabilitation by attending all scheduled appointments with County authorized physicians, physical therapists, and any other diagnostic tests and/or therapeutic measures.

Supervisor:

Promptly notifies Department Head of all on the job injuries.

Directs the employee as to the proper course of action if medical treatment is needed or requested.

Completes a *Report of Job Accident* (HR 8.2 Exhibit Z) and, where applicable, ensures the completion of the Notice of Accident/Injury Form (HR 8.4 Exhibit W), as soon as possible after receiving notice of an injury-on-the-job.

Provides the results of any investigation to the Department for review.

Cooperates by providing accurate and detailed information regarding circumstances of the injury.

Department Head:

Notifies the Safety Staff of all work related injuries.

Ensures completion and prompt reporting of the *Report of Job Accident* (HR 8.2 Exhibit Z) and, where applicable, the Notice of Accident/Injury Form (HR 8.4 Exhibit W).

Participates in all accident investigations.

Ascertains that all supporting medical documentation is immediately provided to the Safety Staff.

Human Resources Director/designees (Safety and Insurance Coordination):

Advises and guides employees, supervisors, and departments when an on-the-job injury has occurred.

Reviews all Report(s) of Job Accident (HR 8.2 Exhibit Z) and Notice(s) of Accident/Injury Form (HR 8.4 Exhibit W).

Participates in all accident investigations.

Initiates a Job Safety Analysis when appropriate as part of the County's effort to prevent similar injuries.