

426 Injury Management Program Policy

- Scope:** This Injury Management Policy covers those employees that have been injured/become ill, or allege to have been injured/become ill, in the scope of their employment with Atwater/Cosmos/Grove City Public Schools. This policy specifically includes those employees that allege a work-related injury/illness despite a denial of compensability by the claims adjustor at the Worker Compensation Insurance Company or Third Party Administrator.
- I. **Purpose:** To effectively manage Atwater/Cosmos/Grove City Public Schools' resources, both financial and human resources. To provide a work environment that acknowledges the value of each employee's contributions, including contributions as a result of temporary or permanent work restrictions. To provide an environment where injured employees can safely engage in work-hardening activities as they recover from their work-related illness or injury.
 - II. **Values Statement:** In today's business climate organizations are compelled to make the best use of available resources in order to stay competitive. Both workers' compensation costs and the Americans With Disabilities Act have demonstrated the need for, and feasibility of, organizations to embrace the contributions injured or disabled individuals can bring to the work environment. Within the framework of its business plan, this organization acknowledges the value of the contributions an employee can make when on appropriate temporary or permanent work restrictions. To that end this organization will provide appropriate alternate duty, when at all possible and do its best to ensure a safe work environment.
 - III. **Executive and Management Commitment:** Members of the executive and management group will ensure the Injury Management Program has the appropriate amount of resources: time, money and people, to be effective in meeting the organization's goals around workers' compensation losses. Annual goals to control workers' compensation losses will be part of the strategic planning process. The executive and management group will provide visible and obvious support for the Injury Management Program, and to that end will make appropriate interventions with individuals, or groups of individuals, when indicated. This includes

direct intervention with employee groups, medical providers, insurance providers and others as indicated.

- IV. **Accountability:** Each member of the organization has specific accountability to support the Injury Management Program and *as such this should be included as a part of the job description and performance appraisal process* (along with accountabilities to support the safety program in general). Specific accountabilities would include:
- A. **Superintendent of Schools or Designee:** Delegation of appropriate levels of resources to the program including financial, time and people. Set *specific* annual goals for the program regarding workers' compensation losses. Intervene effectively when barriers are identified. Coordinate all pieces of the Injury Management Program procedures. Provide, directly or indirectly, Worker Compensation loss information that demonstrates where the organization is in regard to the goals set for the program. Bring to the attention of the executive/management group any barriers to the effective administration of the program.
 - B. **Department Management/Direct Supervisor:** Participate fully in the management of Worker Compensation losses by supporting the organization's goals and procedures for the Injury Management Program. Intervene directly when any member of their staff fails to remain accountable to their responsibilities under the program. Help to identify appropriate alternate duty assignments. Closely supervise the injured employee as they perform their alternate duty assignments. Keep the **Superintendent/Designee** advised as to any issues that might develop as identified in the Supervisor Roles and Responsibilities document.
 - C. **Injured Employee:** Follow all Injury Management Program process steps as identified in the Injured Workers' Responsibilities document.
 - D. **Co-workers:** Provide an environment of support for employees that are **work-hardening activities** and on restrictions as a result of their work-related injury/illness. Report any concerns about the injured employee's case/claim, or activities outside the work environment, to the Superintendent/Designee. Harassment of co-workers on alternate duty will not be tolerated.
 - E. **Safety Committee:** Coordinate with the **Superintendent/Designee** to eliminate or reduce hazards in the work environment that are causing, or have the potential to cause, injuries/illness to employees. Apply safety program tools such as the Repeater Counseling Program, Job Hazard Analysis, and Accident Analysis. Develop generic alternate duty task lists for each department. Complete Standard Trends for Worker

Compensation Data Analysis per the Injury Management Program procedure document.

- V. **Communication:** Effective injury management begins prior to employment when the employee is still an applicant for a position. The continuum of injury management follows a course through new employee orientation, annual safety training, to the time of injury and through recovery. Therefore effective communication of the Injury Management Program elements begins before an injury ever occurs. **Copies of this policy, along with the Injured Worker's Responsibilities and Supervisor Roles and Responsibilities will be given out at the time of new employee orientation, at the time of annual safety program training and at the time the injury is reported. Copies of these will also be posted in a conspicuous place where employees will have ready access to the materials.**
- VI. **Disciplinary Action:** Failure to comply with the Injury Management Program elements and failure to comply with safety policies and procedures will result in disciplinary action. Horseplay of any kind is strictly prohibited. Infractions will also be noted in the performance appraisal process. Failure to comply with medical restrictions, either inside or outside the work environment, will be specifically included in the disciplinary action/performance appraisal process as will other elements outlined on the Injured Worker's Responsibilities.