

Reference : SAFETY
Section : GENERAL
Title : JOB RELATED ACCIDENTS/INJURIES - EMPLOYEE INITIAL REPORT

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I PURPOSE

The purpose of this policy is to define the procedure to be followed by an employee when he/she is involved in a work related injury or illness.

II POLICY

Each employee has the responsibility to report all job-related injuries and illnesses immediately (within 1 hour) as they occur or as soon as they are medically discovered (within 1 working day of the medical report).

The employee is to report such injuries to his/her direct supervisor. Supervision will send employees needing medical attention to a physician (either an emergency room physician or the NFTA contract physician).

The employee is to document the reported injury by completing the "Employee Injury Report" form and



submit that form to their supervisor immediately after making the verbal report. 07-01-01report.doc

Any employee's time from work without medical verification will be considered an unexcused absence or usage of benefits (such as sick time, personal leave, etc.) if the supervisor approves the time. If the physician verifies that an occupational injury or illness has occurred, the Worker's Compensation Department will assist the employee toward a program of physician directed treatment and therapy. Within physician defined medical limits, the employee may be returned to the job with minor restrictions or a light duty assignment will be found.

If the employee is receiving worker's compensation benefits, the employee cannot receive duplicate benefits such as paid sick time.