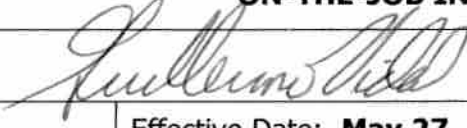


City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:		
		Manager of Public Works
Number: 17	Effective Date: May 27, 2008	Page: 1 of 7

GENERAL

This policy supersedes and replaces Public Works Department Policy 10-S003, ON-THE-JOB INJURIES, issued on April 1, 1997 and updated December 15, 2000.

PURPOSE

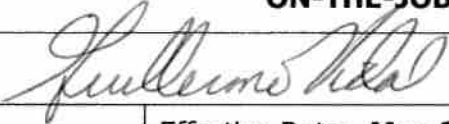
This is the procedure for initiating reporting and processing an employee's job-related injury or disease. The purpose is to expedite the reporting process in order to ensure prompt medical and disability payments to disabled employees as well as providing prompt medical attention to help minimize the effects of the occupational injury or illness. These procedures will also ensure that the agency is aware of the current status of the injured employee.

GENERAL

1. Failure to comply with this policy by supervisors, Human Resource Administrator (HRA), Safety Officers, and/or employee shall result in appropriate disciplinary action. However, failure by the supervisor, Human Resource Administrator and/or Safety Officer to perform their responsibilities under this policy, does not excuse the employee from his/her responsibilities under this policy.
2. The Public Works Department will accommodate restrictions related to an off-the-job injury only if the injured party can perform the essential functions of their normal duties. The Department of Public Works will not provide modified duty for On-Call employees if they cannot perform the essential functions of their job assignment.

EMPLOYEE'S RESPONSIBILITIES

1. INFORMS supervisor immediately of job-related injury or disease. If the immediate supervisor is not available contact the Safety Office.
2. **EMERGENCY** – employee taken directly to nearest adequate medical facility.
3. ASKS supervisor for Clinic Pass (ADM-6) if required by the employee's agency.
4. INITIATES Employee Work-Injury Report (Form ADA-4) at the Occupational Health and Safety Clinic (OHSC). Hours: 7:00 AM to 4:30 PM Monday through Friday. All spaces must be completed and signed or compensation may be delayed. The Emergency Room (ER) operates continuously at Denver Medial Health Center (DMHC). If the employee is treated at the ER or any other medical facility, the employee shall report to OHSC as soon as they are able. The employee shall provide the Human Resource Administer (HRA) with a copy of the Form ADM-4 within 24 hours to the visit to OHSC (holidays and weekends are excluded).
5. YOU are not to go to your own health care provider or any other medical provider for an on-the-job injury (OJI) unless you receive a Conditional Referral from the OHSC medical staff. The only exception is in the case of an emergency, then you shall go to be taken directly to the nearest medical facility.
6. DELIVERS completed Clinic Pass (Form ADM-6) to HRA upon returning to work.

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:		
		Manager of Public Works
Number: 17	Effective Date: May 27, 2008	Page: 2 of 7

7. OBTAINS a Return to Work Pass (Form F50-149) from OHSC and delivers it to the HRA immediately after the visit to OHSC (holidays and weekends are excluded).

8. COMPLETES a Supplemental Report of Accident (Form WC-12), in triplicate, if you are off work for more than three (3) workdays. This shall be completed with the HRA. Time off work for any amount of time, must be pre-approved by the medical staff at OHSC. Completes leave slip and checks sick, vacation, donated leave, or leave without pay, until a General Admission of Liability (Form W2) is received from the Worker's Compensation Unit (WCU). **You must write the date of the injury and the letters OJI in the justification space on the leave slip.** If WCU determines the claim is not compensable then you will not be reimbursed for leave time or back pay if you were charged leave without pay.

NOTE: If you are off work for less than 14 consecutive calendar days, the first three work days will be charged to your personal time, sick, vacation, donated leave, or leave without pay. This occurs even when the time off work was approved by the medical staff at OHSC or referred medical provider and WCU has issued an Admission of Liability.

9. COMPLETES Enclosure to Supplemental Report of Accident Form WC-13 with documented proof for time off work (less than a full normal working shift) to attend medical appointments. Form WC-13 is submitted to the HRA with documented proof of appointment dates and times. Completes leave slip and checks disability leave for time off work, unless the claim is being contested by the WCU, then employee must use their own personal leave time (sick, vacation, donated, or leave without pay).


10. IF you receive a Conditional Referral (Form F20-082) from OHSC, to be seen by private medical personnel, you must give a copy of the referral to HRA within 24 hours. The original referral is to be given to the referred medical provider.

11. YOU must accept a Modified Duty assignment. It is your responsibility to work within the restrictions outlined by the authorized treating physician. Should you be requested or instructed to perform duties outside of your restrictions you are to notify the HRA immediately. Refusal to accept a Modified Duty assignment within your restrictions may result in less of benefits regarding the on-the-job injury.

NOTE: If you are requested to perform a task that your restriction(s) prohibit, you must inform your supervisor, or modified duty supervisor that you cannot perform that task because of your restriction(s). If a supervisor insists you perform a task you cannot perform because of a restriction(s) you are to notify the HRA, Safety Section or Human Resources Section immediately.

12. IF you are assigned to Modified Duty whether within your agency or outside of your agency, you must contact the HRA. The HRA will notify your immediate supervisor and your Modified Duty supervisor for any time that you will be away from work.

13. WHILE assigned to Modified Duty or placed off work by OHSC or referred medical provider, it is your responsibility to keep the HRA informed of the status of your injury, at a minimum, on a weekly basis. You are to provide the HRA copies of all paperwork, excluding medical, regarding your on-the-job injury within 24-hours of your receiving of the paperwork, excluding weekends and holidays.

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:		
		Manager of Public Works
Number: 17	Effective Date: May 27, 2008	Page: 3 of 7

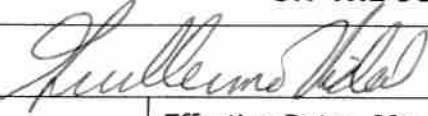
14. SALARY Continuation and Disability Leave (90-day rule) begins the day following the date of injury. Should you miss time off from work related to your on-the-job injury, which has been approved by WCU during this time, excluding the three-day waiting period, you will be paid for this time by your home agency. Pursuant to Career Service Authority rules, approved time off work after 90 days will be paid by the WCU at 66-2/3%.

NOTE: If you are off past the Salary Continuation period, you must meet with the HRA and your payroll representative immediately to make arrangement to pay for any deductions that are normally withheld from your paycheck, since WCU cannot provide this service.

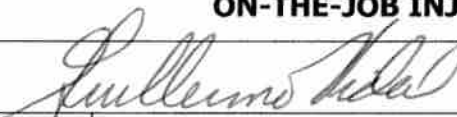
14. ONCE you have reached Maximum Medical Improvement (MMI) and there are permanent restrictions; you, your immediate supervisor, the HRA, and a Safety Officer will review your job duties to see if you are able to perform the essential functions of your position.
15. IF it is determined that you are not able to perform the essential functions of the position and the disability qualifies under the American with Disabilities Act (ADA) you may request reasonable accommodations under the ADA. An interactive process will be conducted with you, your immediate supervisor, the HRA, and Human Resources to determine what reasonable accommodations would be required to allow you to continue to perform the essential functions of your current position. If the agency is unable to provide the accommodations requested or needed, and you so request, the Human Resource Department of Public works will determine if there are other positions, transfer or demotion, within the Department that you are qualified for. If there are no other openings that you qualify for, and you so request, then you will be referred to the CSA Job Accommodations Coordinator who will review openings within the City that you are qualified for.

SUPERVISOR'S RESPONSIBILITIES

1. INITIATES immediate care for the employee, such as calling 911, escorting employee to OHSC, etc.
2. INITIATES immediate investigation of injury to determine the facts surrounding the injury or illness.
3. MUST notify the HRA and the Payroll Section of Public Works of the on-the-job injury within 24 hours or immediately in the case of serious injuries, which requires additional medical treatment beyond an office visit at OHSC.
4. COMPLETES upper half of Clinic Pass (Form ADM-6) and signs.
5. PROVIDES employee with signed copy of Clinic Pass (Form ADM-6).
6. **EMERGENCY** – when an employee is taken to a medical facility other than DMHC, the supervisor shall inform the injured employee to go to OHSC as soon as they are released from the facility rendering care. The supervisor will provide the employee an Employee Work-Injury Report (Form ADA-4) for the employee to complete and return to the HRA immediately.
7. DELIVERS original completed copy of the Clinic Pass to the OHSC.
8. RETURNS duplicate copy of the Clinic Pass to the HRA.

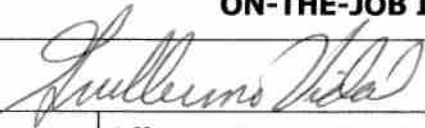
City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:		
Number: 17	Effective Date: May 27, 2008	Page: 4 of 7

9. EMPLOYEES are to go only to the OHSC or DMHC unless they receive a Conditional Referral from OHSC. The only **exception** is in the case of an emergency.
10. PREPARES Supervisor's Report of Employee Injury (Form ADM-4A) and delivers to the HRA within 24 hours of injury.
11. WHEN an employee is unable to prepare Employee Work-Injury Report Form ADM-4, the supervisor shall have the employee fill out the report as soon as possible and return it to the HRA immediately.
12. FORWARDS a copy of the Form ADM-4 to the HRA.
13. REVIEWS Clinic Pass with HRA to ensure compliance with all medical restrictions that might restrict work assignments. Original Clinic Pass is to be given to HRA.
14. REVIEWS the Return to Work Pass with the HRA (if there are restrictions) to determine if employee is to be placed on Modified Duty. The modified duty assignment will be determined by the HRA. The original Return to Work Pass is given to the HRA.
15. IF the employee is assigned to Modified Duty, whether within the employee's home agency or outside of the home agency, the HRA will sign **all leave slips** for that employee while they have an open Workers' Compensation claim.
16. IT is your responsibility to notify the Payroll Section and the HRA when an injured employee takes leave time, related to the on-the-job injury.
17. AT no time shall anyone require an injured employee to perform any task that would violate her/his restrictions.
18. ONCE the employee has reached Maximum Medical Improvement (MMI) and there are permanent restrictions; you, the employee, the HRA, and a Safety Officer will review the job duties to see if the employee is able to perform the essential functions of the employee's position.
19. IF it is determined that the employee is not able to perform the essential functions of the position and the disability qualifies under the Americans with Disabilities Act (ADA) the employee may request reasonable accommodations under the ADA. An interactive process will be conducted with you, the employee, the HRA, and Human Resources to determine what reasonable accommodations would be required to allow the employee to continue to perform the essential functions of their current position. If the agency is unable to provide the accommodations requested or needed, and the employee so requests, the Human Resource Department of Public Works will determine if there are other positions, transfer or demotion, within the Department that the employee is qualified for. If there are no other openings that the employee qualifies for, and the employee so requests, then the employee will be referred to the CSA Job Accommodations Coordinator who will review openings within the City that the employee is qualified for.
20. ENSURES that the HRA is notified if an employee reopens a prior claim.

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:		
Number: 17	Effective Date: May 27, 2008	Page: 5 of 7

HRA'S RESPONSIBILITIES

1. THE HRA shall meet with all employees who report an on-the-job injury. The HRA shall continue to meet with the injured employee on a regular basis until his/her claim is closed.
2. INVESTIGATES the alleged accident. If the accident is serious in nature the HRA shall notify a Safety Officer to further investigate the injury. The Safety Officer shall conduct an in-depth investigation to determine cause and prevention and shall document their findings for the HRA.
3. NOTIFIES by telephone the Worker's Compensation Unit (WCU) if it appears the employee will miss 3 workdays or more, so an investigation can be performed while the ADM-4 is being processed. Notifies WCU immediately if the employee was sent to a hospital other than DMHC, regardless if the injury may or may not result in a lost time claim.
4. SENDS a copy of form ADM-4 to the appropriate Payroll Sections within 24 hours of receipt, excluding weekends and holidays.
5. REVIEWS and signs Form ADM-4A and forwards a copy to the immediate supervisor and WCU.
6. EVALUATES injury reports and works with the Safety Officer to determine if engineering controls, additional training, work procedural changes, or personal protective equipment is necessary to prevent injury in the future.
7. REVIEWS Clinic Pass with supervisor, and monitors employee's medical recovery.
8. FILES Clinic Pass with the Work-Injury Report Form ADM-4 in the employee's Safety file.
9. REVIEWS Return to Work Pass with supervisor (if there are restrictions) to determine if the employee is to be placed on Modified Duty. The HRA will assign all modified duty assignments.
10. SENDS a copy of the Return to Work Pass to the Payroll Section and files the original in the employee's Safety file.
11. ENSURES employee fills out Supplemental Report of Accident Form WC-12 if employee is off work for more than three (3) work days with prior approval from the medical staff at OHSC. Two copies are to be forwarded to WCU, one copy to the employee's Safety file and a photocopy forwarded to the Payroll Section.
12. REVIEWS Enclosure to Supplemental Report of Accident Form WC-13 and documented proof for accuracy. Contacts medical provider to ensure the accuracy of the report. Files report in employee's Safety file.
13. IF the employee receives a Conditional Referral (Form F20-082) to another medical provider a copy is to be sent to the Payroll Section, and a copy is to be filed in the employee's Safety file.
14. COPIES of the General Admission of Liability (WC-2) and Final Admission of Liability (WC-4) are to be sent to the Payroll Section and copies are filed in the employee's Safety file. The Safety Officer shall notify payroll to make all final adjustments when the Final Admission of Liability is received.

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:		Manager of Public Works
Number: 17	Effective Date: May 27, 2008	Page: 6 of 7

15. ENSURE that employee, supervisor and Modified Duty supervisor are notified of the employee's restriction(s) and that the employee is not to violate her/his restrictions.
16. PROVIDE the immediate supervisor status of employee within 24-hours of receipt (excluding weekends and holidays) of information. A copy of all paperwork regarding the injured employee is to be forwarded to the Payroll Section within 24 hours of receipt, excluding weekends and holidays.
17. NOTIFIES the Payroll Section when the employee is off work due to an off-the-job injury. Also informs the Payroll Section and WCU when an employee is off work due to an on-the-job injury and has exceeded the 90-day calendar rule.
18. NOTIFIES the home agency, Human Resource Section and Payroll Section when the employee reaches Maximum Medical Improvement (MMI).
19. ONCE the employee has reached Maximum Medical Improvement (MMI) and there are permanent restrictions; the HRA, the employee, a Safety Officer, and the employee's immediate supervisor will review the job duties and begin the interactive process, if necessary.
20. IF it is determined that the employee is not able to perform the essential functions of the position and the disability qualifies under the Americans with Disabilities Act (ADA) the employee may request reasonable accommodations under the ADA. An interactive process will be conducted with you, the employee, and Human Resources to determine what reasonable accommodations would be required to allow the employee to continue to perform the essential functions of their current position. If the agency is unable to provide the accommodations requested or needed, and the employee so requests, the Human Resource Department of Public Works will determine if there are other positions, transfer or demotion, within the Department that the employee is qualified for. If there are no other openings that the employee qualifies for, and the employee so requests, then the employee will be referred to the CSA Job Accommodations Coordinator who will review openings within the City that the employee qualifies for.

PAYROLL'S RESPONSIBILITY

1. FILES the copy of the Clinic Pass (Form ADM-6) in the employee's Medical file.
2. FILES the copy of the Report of Injury (Form ADM-4) in the employee's Medical file.
3. FILES the Return to Work Pass (Form F50-149) in the employee's Medical file.
4. FILES the Supplemental Report of Accident (Form WC-12) in the employee's Medical file.

NOTE: All Medial files must be kept separate from any other employee file.

5. FOR time off work for medical appointments which are supported by documentation from the authorized treating medical provider, of less than an employee's normal working shift, shall be charged to Disability Leave. However, if a Notice of Contest (Form WC-74) has been filed by the Workers Compensation Unit (WCU), the employee must use sick leave, vacation, donated leave, or leave without pay. WCU makes the determination to accept or deny a benefit.

City and County of Denver	POLICY & PROCEDURE	Public Works Department
Subject:	ON-THE-JOB INJURIES	
Approved:	<i>Juliano Vidal</i> Manager of Public Works	
Number: 17	Effective Date: May 27, 2008	Page: 7 of 7

6. FOR time off work, for an approved medial appointment with OHSC or the referred medical provider, for any time equal to or greater than the employee's normal working shift, shall be charged to the employee's personal time (sick leave, vacation, donated leave, or leave without pay). If WCU determines the claim to be compensable they will issue the agency a General Admission of Liability. At that time, all leave time and/or back pay shall be reimbursed to the employee for any time that occurred during the first 90 days from the day following the date of injury. **However**, if an employee is off work for less than 14 consecutive calendar days, the first 3 days will not be reimbursed to the employee. Any leave time approved by WCU after the agency receives a General Admission of Liability shall be charged to Disability Leave and paid at 80%.
 7. GENERAL Admission of Liability (WC-2) shall be filed in the employee's Medical file.
 8. FOR approved time off work, approved by OHSC or the referred medial provider, (except for medical appointments of less that the employee's normal working shift) in which a General Admission of Liability has been issued, after the first 90 day period, shall be paid by WCU at 66-2/3%. An employee may use her/his personal leave time while collecting 66-2/3% from WCU, however this time will not be reimbursed to the employee.
- NOTE:** Payroll will need to meet with the employee to arrange for the payment of deductions that are normally deducted from the employee's paycheck.
9. WEHEN the Final Admission of Liability (Form WC-4) is received from WCU, the HRA will forward a copy for the Payroll Section to make all final adjustments. This form shall then be filed in the employee's Medical file.

End of Document