

## Injury on Duty

### **THIS POLICY**

Policy Number: 407

Effective Date: 11/01/2002

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### **REPLACES POLICY**

Policy Number: 407

Effective Date: 10/01/93

### **Policy:**

It is the policy of Wesley Woods Senior Living, Inc., to report and manage work place injuries in a manner which considers the welfare of the employee and complies with The Georgia State Board of Workers' Compensation.

### **Procedure:**

1. An Emory Employee Incident Report must be filled out by the employee each time there is an on the job injury. The Emory Employee Incident Report should be faxed to the Workers' Compensation Department within 24 hours of the incident.
2. The Occupational Health Nurse Practitioner based at Emory Crawford Long Hospital is available to evaluate and treat injuries Monday thru Friday. For those facilities where this option is not feasible, the Workers' Compensation Nurse Case Manager will assist in making an appointment with a panel physician near the employee's worksite. The facility administrator may also direct first aid treatment.
3. If the injury is not life threatening and occurs outside of the Workers' Compensation Department's normal business hours, the Supervisor and/or Facility Administrator (or designee) should be notified and they will direct first aid management. At facilities outside Wesley Woods Center, the Facility Administrator will direct first aid management.

### **Call 911 for life threatening injuries or illnesses**

4. If the employee sees a panel physician, that physician will provide the Workers' Compensation Nurse Case Manager with a return to work evaluation to include work status (i.e. lost time), work restrictions and expected date of return to work. The employee must notify his or her supervisor of the return to work date.
5. The Workers' Compensation Department will also inform the employee's supervisor and the Human Resources Department of the employee's status.
6. During the time that the employee is out on Workers' Compensation, the Workers' Compensation Nurse Case Manager will maintain contact with the employee, the supervisor and the assigned Workers' Compensation Panel Physician. The employee is also responsible for informing the supervisor of his/her work status.

7. For the first seven (7) consecutive calendar days an employee is out on Workers' Compensation, the employee may use extended leave or comprehensive leave. From the eighth (8) consecutive calendar day of leave, the employee will be eligible to receive Workers' Compensation pay at the rate of  $66 \frac{2}{3}$  of an average weekly wage, not to exceed a maximum of five hundred dollars a week. Employees may choose to continue the use of extended or comprehensive leave after the 7 day waiting period. If the employee remains on Workers' Compensation for over 21 days, the employee may be eligible to receive compensation for the first seven days of injury.
8. Employees are expected to return to work immediately upon the end of their Workers' Compensation leave.
  - a. When the employee is released to return to work, the Workers' Compensation Department will notify the employee's immediate supervisor in writing that the employee will return to work with no limitations, or return to work with limitations.
  - b. If there are work restrictions that limit the employee from performing their original job duties, the employee will be referred to Human Resources for possible placement in another position for a temporary or permanent assignment.

For injuries that require an employee to be out of the office for 3 or more days, contact Human Resources to investigate possible coverage under the provisions of the Family and Medical Leave Act.

Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.  
Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources  
Last Date Reviewed: 9/01/07 Revised: 02/28/2005 Adair Maller, Director Human Resources