

PROCEDURE NO. 4-2-2

ISSUED: 01-26-99

REVISED: 12-11-24

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SUBJECT: Injuries on the job

PURPOSE: To carry out the mandate of the Human Resource Office Policy No. 4

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**Work-related Injury** – If an employee is injured and requires immediate medical attention, they should be seen by whatever is deemed appropriate- either Woodhaven Health Services, Urgent Care or Emergency Room. The supervisor or injured employee must contact the Health Service RN immediately. If no one is available a message must be left and the form is available in the Health Services office that will need to be completed for review on the next business day. Injuries must always be reported to the immediate supervisor who needs to report it to their supervisor.

If the injury does not require medical attention, it still needs to be reported to the supervisors and Health Services. A staff injury form must ALWAYS be filled out whether the injury is major or minor. These are in Health Services. An RN from Health Services will also need to look at the injury. If the injured employee opts for no treatment by a physician, the Declination of Medical Treatment form must be signed and submitted to Human Resources.

**All work-related injuries requiring medical attention at a clinic or emergency room will be subject to a drug test at the time of treatment. If a person chooses not to submit to a drug test at the time of seeking medical attention, medical expenses may be subject to reduction or forfeiture.**

If medical treatment is received at Urgent Care or the Emergency Room and follow up care is recommended, the RN at Health Services will schedule all follow up appointments at Occupational Medicine. If it is a non-emergency, the RN will schedule an appointment for the employee to be seen in Health Services and Occupational Medicine if additional treatment is needed.

The medical staff seeing the injured employee must fill out the necessary paperwork and distribute to the Human Resource office.

It is also extremely important that we keep in contact with injured employees. If they are seen by the Emergency Room or other physician, the employee must call Woodhaven’s Health Services Department after being seen and bring any paperwork from that visit to the Human Resource office as soon as possible following the appointment.

The doctor will determine the employee’s work status. If work restrictions apply, this should be reported immediately to their supervisor and the Human Resources Department. If there are physical restrictions to prevent employee from performing their regular duties, Woodhaven will try to find transitional duty work for them. Should the employee be off from work, the employee may use accrued ETO or sick leave, if full-time and currently eligible to use ETO or sick leave, up to the first three scheduled work days. Worker’s compensation insurance starts to pay for time off work after the first three days missed. Worker’s compensation insurance pays a percentage of normal wage when off from work due to a work injury. Employees may use their available leave time to make up the difference between worker’s compensation insurance payment and their pay based on their scheduled hours. Absences from scheduled shifts due to a work-related injury that qualify as leave under the Family Medical Leave Act (FMLA) will be charged against the employee’s 12-week entitlement under the FMLA.

Physical restrictions will be reviewed on a regular basis by the Doctor, so Woodhaven can modify the transitional duty job and return employee to their regular job as quickly as possible.

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**Transitional Duty** – If an employee is disabled or unable to perform their regular job due to a job-related injury, Woodhaven will make every effort to speed recovery through the use of transitional duty. Working with the treating physician, Woodhaven will develop a temporary position that matches the physical restrictions established by the doctor. In most cases, this transitional duty will last no longer than 30 days, renewable for an additional 30 days. Transitional Duty work assignments will be handled through the Human Resources Department. If an employee chooses to decline transitional duty, the worker’s compensation carrier will be notified.

**Restriction Classifications** – Woodhaven recognizes the obligation it is under according to the Americans with Disabilities Act. The following restriction classifications will fall under the guidelines of the ADA and Woodhaven will make every effort to accommodate employees that fall in these classifications. The guidelines Woodhaven will use for ADA compliance are as follows:

As long as an employee can perform the essential tasks of their position they will be accommodated in their position and allowed to return to work.

No new permanent positions will be created for the sole purpose of accommodating work restrictions.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resource Director