

Workers' Compensation Procedures

North Carolina School for the Deaf

Revised September 13, 2017

The instructions below are to be followed each time a Workers' Compensation claim is reported.

EMERGENCY INCIDENTS/INJURIES

Anytime an employee needs emergency treatment, please do not delay, **call *200 Broughton Police** who will request an ambulance or when possible, **the employee can go directly to the emergency room.**

- **Supervisors** must call HR at 432-5308 or send an e-mail to Teri.Longo@esdb.dpi.nc.gov to **report the emergency** incident/ injury. (Sedgwick notification is required to ensure full and complete care is provided.) All W/C forms must be submitted to Teri Longo within 24 hours.

NOTE: Temporary Solutions staff should follow the same procedures as NCSD employees. Other temporary staff, volunteers, visitors and contractors are **NOT** covered by NCSD Workers' Compensation insurance.

The following temporary staff should contact their employer for instructions:

*Catawba Valley Staffing employees – call 432-9797

*Maxim Staff Solution employees – call 1-704-552-9510

Volunteers, Visitors, Contractors should contact their physician.

*Bloodborne Pathogen Report of Injury –
Any employee with a **Bloodborne Pathogen Exposure** that **declines treatment MUST sign the Hepatitis Declination Form** located on the NCSD.net website under Human Resources.*

PROTOCOL FOR REPORTING AMPUTATIONS, LOSS OF EYE(S), HOSPITALIZATION AND FATALITIES

Any injuries that result in a **FATALITY** must be reported to OSHA within **8 hours**. Injuries that result in **amputation, loss of eye(s) or hospitalization** must be reported to OSHA within **24 hours**. The following steps must be completed immediately for these type injuries:

- 1) Notify the NCSD Director, Dr. Audrey Garvin. Dr. Garvin will then, in turn, notify Adam Levinson in Raleigh. In the event of a fatality, legal counsel will be advised.
- 2) Call the NC Dept. of Labor during working hours (8am-5pm) at 1-800-625-2267. Outside of working hours and/or during weekends or holidays, call Broughton Police at #200.
- 3) Call OSHR Safety, Health and W/C Division at 1-919-807-4800. Be prepared to provide contact information, addresses and telephone numbers for the person(s) involved.

Amputations include: a limb or appendage that has been severed, cut off, or amputated (either completely or partially); fingertip amputations with or without bone loss; medical amputations resulting from irreparable damage; amputations of body parts that have since been reattached. Amputations do not include avulsions (tissue torn away from the body), enucleations (removal of the eyeball), degloving (skin torn away from the underlying tissue) scalpings (removal of the scalp), severed ears, or broken or chipped teeth.

MEDICAL and/or LOST TIME CLAIMS

- **Employees are required to report any work related incidents/injuries to their immediate supervisor.**
 - **Employees must notify their supervisor if medical treatment is requested.**
 - **If medical treatment is requested, the supervisor should call (432-5308) or e-mail Teri.Longo@esdb.dpi.nc.gov and forward the following forms to Human Resources (HR) **within 24 hours**.**
- 1) **Form 19** completed by the Supervisor and must be **typed** signed and dated by the supervisor.

(The forms below *may be handwritten* (if legible) signed and dated):

- 2) Supervisor's Investigation Form (supervisor completes)
- 3) Employee Report of Injury Form (employee completes)
- 4) Witness Statement (by each witness present - if applicable)
- 5) Use of Leave Options Form (if the employee will be out of work for at least 7 days)

These forms are located on the NCSD.net website under Human Resources.

For NON-emergencies (during business hours) in which the employee requests medical treatment.

- The employee must report any work related incidents/injuries and request medical treatment to their immediate supervisor.
- The **supervisor** should call HR (432-5308) or e-mail Teri.Longo@esdb.dpi.nc.gov **before sending the employee to the HR office.**
- HR will contact Burke Occupational Health Care (433-0604) to schedule an appointment.
- HR or the supervisor will provide the employee with a Sedgwick Medical Authorization Form and NC DPI Medical Card.

These forms can be found on the Shared Drive.

- The employee should return a copy of any physician treatment notes or documentation to HR by the next business day, via campus mail.
- The same forms outlined above are required to be forwarded to HR **by the supervisor within 24 hours.**

For NON-emergencies (after normal business hours) in which the employee requests medical treatment.

- The employee must report any work related accidents/injuries and request medical treatment through their immediate supervisor.
- The **supervisor calls** Burke Occupational Health (B.O.H.) **Urgent Care, 433-0604, select Option #1.** (leave a message and a staff member will return your call for an appointment, available 24 hours a day).

- Supervisors must leave a voice mail message at 432-5308 or send an e-mail to Teri.Longo@esdb.dpi.nc.gov to report the incident/injury.
- The same forms are required to be forwarded to HR within 24 hours.

Supervisors:

- Please follow up with the employee at least weekly.
- Keep HR informed of any changes in the employee's schedule, restrictions, doctor's appointments and any other pertinent information.
- Have employees code – **9680 – Injury Absence W/C** to record any partial day absences for W/C appointments.
- Collect and forward W/C related appointments (nothing with medical information please) **before** you approve the leave in BEACON.
- Forward appointment confirmation (not the scheduled appointment notification) to the timekeeper for the employee's time file and audit purposes.

Don't Forget:

- Only HR can place an employee on W/C Leave of Absence and record full day absence with an out-of-work note, from the medical provider.
- The **employee may use his/her own leave during the initial seven (7) day waiting period**. (See the Employee Statement Use of Leave Options Form on www.ncsd.net Human Resources, under Workers' Comp.)
- Employees going out of work (Leave of Absence LOA-W/C) are required to complete the **OPTIONS form** regarding their leave use. This form must be **signed and forwarded by the supervisor** to HR.

REPORTING INCIDENTS and FIRST AID ONLY

(Incidents/injuries where the employee suffers no lost work time and does not request outside medical treatment.)

- Employees are required to report any work related accidents/ injuries to their immediate supervisor.
- Employees are to advise their supervisor that they do not request immediate medical treatment but wish to file the appropriate forms for documentation purposes.
- The same forms are to be forwarded **by the supervisor** (not the employee) to HR within **24 hours** (for potential future claim coverage).

**If you have any questions, please call 828-432-5308
or e-mail Teri.Longo@esdb.dpi.nc.gov**

Our Workers' Compensation
Third Party Administrator is
Sedgwick, Raleigh, NC
Jennifer Bell 919-785-5820