

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employment Policy
Number: 303
Approved: February 24, 2005, new policy
Subject: ACCIDENTS/INJURIES

1. **GENERAL:** Employees must report all accidents involving County employees or County buildings, vehicles or equipment, to the County Administration Office on the proper forms, within twenty-four (24) hours of the accident, or by the next working day.
2. **ADMINISTRATION:** Each Supervisor or Department head is responsible to complete a report of accident and/or injury/illness detailing the damage and or nature of injury for proper insurance processing. Each employee is responsible to complete a report injury/illness to insure proper filing with the Michigan Workers Compensation Bureau. Forms can be obtained through the Human Resources Department.
3. **TREATMENT FOR EMPLOYEE INJURY/ILLNESS, NORMAL BUSINESS HOURS:** If a work related injury/illness occurs or is reported during normal business hours, contact the Human Resources Department for authorization to have the employee treated by a contracted medical office as soon as possible. If it is a medical emergency, however, supervisors are instructed to have the employee treated at the nearest hospital emergency room and contact the Human Resources Department as quickly as possible so that authorization can be given to the treating facility. In all events all documentation of treatment or ongoing medical treatment must be provided to the Human Resources Department.
4. **TREATMENT FOR EMPLOYEE INJURY/ILLNESS, OUTSIDE NORMAL BUSINESS HOURS:** If a work related injury or illness occurs outside normal business hours, and medical treatment is necessary, supervisors are instructed to have the employee treated at the nearest hospital emergency room. Contact should be made with the Human Resources Department on the next business day so that authorization can be confirmed with the treating facility. All documentation of treatment or ongoing medical treatment must be provided to the Human Resources Department.
5. **MEDICAL PAYMENTS/INCOME REPLACEMENT:** In accordance with the Michigan Workers Compensation Act, payments will be coordinated through the Human Resources Department where those injuries or illnesses constitute a work related injury. Questions can be directed to the Human Resources Department.