

ON-THE-JOB INJURY PROCEDURE (OJI-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of reporting, treatment, and compensation of employees who are injured on the job while performing their assigned duties.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Risk Manager/Safety Coordinator (RMSC)

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)

Signature _____

Date _____

4.0 DEFINITIONS:

- 4.1 On-The-Job Injury (OJI): An injury sustained by an employee during the performance of their assigned duties.
- 4.2 OJI Specialist: Individual assigned in HR Department who is responsible for completing the OJI's and direct activities concerning the handling of approved OJI's.
- 4.3 OJI Building Representative (Building Rep.): The individual at each site or department responsible for assisting to complete the OJI report and gathering and processing any necessary data and forwarding required information to the OJI Nurse Consultant or School Nurse Supervisor (Nurse).
- 4.4 OJI Nurse Consultant or School Nurse Supervisor (Nurse): Individual(s) assigned in HR Department to act as the case manager for injured employees, investigate OJI's, and to compile OJI Investigation Information.
- 4.5 OJI Claims Data (OJI Claims Data Report): A report to serve as a data gathering instrument to determine compensability of claims.
- 4.6 The OJI Review Committee: Comprised of the CHRO or his/her designee, the Chief Operating Officer or his/her designee, and the Director of Middle Schools or his/her designee.
- 4.7 Doctor: any authorized person with an advanced degree that is licensed to prescribe or provide medical treatment. This includes one who has been trained in an accredited program and certified by an appropriate board to perform certain of a physician's duties, including history taking, physical examination, diagnostic tests, treatment, and certain minor surgical procedures, all under the responsible supervision of a licensed physician- a physician's assistant or a nurse practitioner- a registered nurse with advanced education and clinical training within a specialty area.

5.0 PROCEDURE:

- 5.1 Employee reports injury to immediate supervisor and OJI Building Representative immediately to complete Employee Injury Statement. Refer to [OJI-F003](#).

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- 5.2 If no medical treatment is needed, the Building Rep. forwards the form regarding the information provided by the injured employee to OJI Specialist at the end of the month (or immediately if it contains pertinent information) and keeps copy on site, logging the necessary information also on the OJI Log. Refer to [OJI-F005](#).
- 5.2.1 Copies are placed with the OJI Log and/or in the employee's OJI Claim file (if claim is opened and medical treatment is required). The OJI claim (opened or logged) meets cessation of benefits after thirty (30) consecutive days of inactivity. Refer to [OJI-PRO1](#).
- 5.3 If medical treatment is needed:
- 5.3.1 OJI Specialist/Nurse obtains injury information and completes, if deemed necessary, OJI Claims Data (Refer to OJI-F006) and authorizes initial treatment.
- 5.3.2 The injured employee goes to one of the approved medical facilities with completed OJI Employee Injury Statement for their initial treatment. In most cases, employee is met at approved medical facility by OJI Nurse.
- 5.3.3 Employee follows doctor's direction pertaining to restrictions they may have.
- 5.3.4 A copy of any pertinent doctor reports pertaining to an OJI Claim must be provided by employee to the Building Rep. immediately following the visit to the doctor and are immediately forwarded to the OJI Specialist. This may take place either written or verbally.
- 5.3.5 OJI Specialist/Nurse must authorize all treatments, including and beyond, the initial treatment. Unauthorized treatments will not be compensable as part of an OJI.**
- 5.4 Further OJI Investigation involving collecting of data is conducted and investigation report compiled, as deemed necessary. The compensability of the OJI is determined on the OJI Claims Data. Refer to OJI-F006.
- 5.5 An employee with an OJI claim that is found non-compensable may appeal the decision to the CMCSS OJI Review Committee, following the process set out in the OJI Program. Refer to [OJI-PRO1](#).
- 5.6 If the injured employee has restrictions:
- 5.6.1 The immediate supervisor and the RMSC determine if the restrictions can be accommodated at the site.
- 5.6.2 Employment is terminated when restrictions are permanent and cannot be accommodated within the school system:
- 5.6.2.1 Terminated employee meets with Benefits Specialist to review his or her benefit options,
- 5.6.2.2 Employee has the right to appeal termination by following the CMCSS Adverse Employment Actions. Refer to [CLS-P005](#).

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5.6.3 Employee must comply with modified duty assignments and adhere to the CMCSS Modified Duty Program Policy.

5.7 The OJI Specialist reports the days the injured employee has been approved for OJI pay to the payroll office, if the employee is required to be off work due to doctor's orders. Pertinent information is forwarded to the payroll office. Risk Management works with employee, employee's supervisor, and payroll department regarding details of days the employee is required to be off work due to a physician's order.

5.7.1 Injured employee may elect to supplement their pay with available sick or annual leave, if eligible.

5.8 Employee returns to work when the approved doctor provides a report to the OJI Specialist stating the employee is ready to return to work on full or limited duty.

5.8.1 OJI Claim File is closed when Cessation of Benefits is met. Refer to [OJI-PRO1](#).

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Modified Duty Program Policy [RSK-A006](#)
- 6.2 Employee Injury Statement [OJI-F003](#)
- 6.3 OJI Log [OJI-F005](#)
- 6.4 OJI Claims Data OJI-F006
- 6.5 OJI Program [OJI-PRO1](#), includes OJI Appeal
- 6.6 Employee Handbook [HUM-M001](#), includes CMCSS Adverse Employment Actions process
- 6.7 CMCSS Adverse Employment Actions [CLS-P005](#)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
OJI File with associated documents	HR/OJI	10 Years	Shred	Secure Office/ Building
OJI Log	HR/OJI	10 Years	Shred	Secure Office/ Building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/12/05		Initial Release
11/12/07	A	Change 4.3, add 4.4, renumber, change form names and numbers

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		throughout, revise and clarify steps under 5.3, update 6.0, 7.0 and flowchart
1/22/09	B	Update 4.6, add obtains injury information and if deemed necessary to 5.3.1, add be provided by employee to 5.3.4, add set out in the OJI Program to 5.5, add following the CMCSS Adverse Employment Actions process to 5.6.2.2, add 6.7 & 6.8, update flowchart
6/11/09	C	Change number from RSK-P002 to OJI-P001
3/31/11	D	Changed wording from "Site" to "Building" throughout, Added School Nurse Supervisor to 4.3, Added 4.7-Definition of Doctor, Changed wording in 5.2.1, Removed "authorized for" in 5.3.2 and added "In most cases," to 5.3.2, Removed "This should be done written or verbally" from 5.3.4, Added "including" to 5.3.5, Clarification of employee appeal rights in 5.6.2.2, Clarification of closing of OJI file on 5.8.1, Remove OJI-F004 from associated documents.
6/29/11	E	Changed wording to "Employee Injury Statement" in 5.3.2, Clarification of employee appeal rights in 5.6.2.2

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

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