

**Administrative Guideline**  
***WORKERS' COMPENSATION PROCEDURE***  
**Board Policy 8442**

***PURPOSE***

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end, and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the District, or a visitor to the schools must be reported promptly and in writing to the appropriate administrator. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed (Board Policy 8442).

Workers' compensation is the system used to provide wage replacement, medical, and rehabilitation benefits to men and women who are injured while at work. Workers' compensation is intended to be an exclusive remedy program. This means that:

- Employers accept full responsibility for the injuries incurred by their employees arising out of, and in the course and scope of their employment;
- Employees accept the benefits prescribed by the State in lieu of suing employers for other damages.

***APPLICATION***

This procedure shall apply to all administrators regardless of their location.

***DEFINITION***

Building Administrator is your direct supervisor.

***GUIDELINES/RESPONSIBILITIES***

When a workplace injury occurs, the employer has the right to oversee an injured employee's medical treatment for 28 days therefore it is critical to have the appropriate procedures in place to ensure quality care and to meet the requirements of workers' compensation. The following guideline will be reviewed annually with all employees.

Proper direction concerning medical handling is vital to the medical control and rehabilitation of all injured employees. As long as the right to control medical treatment is in the hands of the school district, the district should exercise this control by directing the employee to a district designated medical facility. Under no circumstances should an employee be allowed to exercise free choice of doctors, clinics or hospitals. Strict adherence to a pre-designed medical management program will result in considerable savings on both medical and indemnity costs.

**1.0 Employees – Non-Emergency, Work-Related Injury**

- 1.1 The employee is to report the work-related injury to their building administrator immediately. If the administrator is not available they must contact the Human Resources (HR) office.
- 1.2 The employee will immediately, upon receiving the injury, fill out the “Employee’s Report of Injury” form (Attachment A) and send to the HR. The “Employee’s Report of Injury” form must be sent to and received by HR within 24 hours of the injury.
- 1.3 If medical treatment is sought, the employee shall obtain an “Initial Authorization to Treat” form (Attachment B) from their building administrator, the BAISD website or from HR. If the building administrator is not present to sign the form, the employee will reach out to the HR office and HR will contact the authorized Occupational Health Provider and provide verbal consent. If the employee visits an authorized Occupational Health Provider after Bay-Arenac ISD hours of operation, Bay-Arenac ISD will give consent the following day. The employee will not be rejected by the authorized Occupational Health Provider if the paperwork is not signed.
- 1.4 Once medical treatment has been sought, the employee will return to work if medical personnel deem them fit to do so.
- 1.5 **Prior** to returning to work the employee must submit all documents given to them by the provider, including their discharge papers and their signed “Initial Authorization to Treat” form, to HR. This can be done in person or through electronic communication.
- 1.6 If the employee is not to return to work per doctor’s orders, the employee still has the responsibility to contact HR and report their medical status and report their absence.
- 1.7 The employee must communicate updates on medical status including follow-up visits, documentation and restrictions to HR in a timely manner.
- 1.8 Under **no** circumstances is an employee to exercise free choice of doctors, clinics or hospitals in regard to work-related injury or illness. The following facilities are the **only** allowable and/or approved facility in which the employee may be seen as the first point of medical care during daytime hours of operation:

Covenant Health Care Wilder  
Occupational Health Center  
2929 E. Wilder, Suite 130  
Bay City, MI 48706  
Phone: 989-671-5720

McLaren-Bay Regional Medical Center  
1900 Columbus Ave.  
Bay City, MI 48708  
Phone: 989-894-3000

St. Mary’s of Michigan Standish Hospital  
805 W. Cedar (M-61)  
Standish, MI 48658  
Phone: 989-846-4521

If the workplace injury occurs at a Bay-Arenac facility **after hours**, the first point of medical care may be either:

McLaren-Bay Regional Medical Center  
1900 Columbus Ave.  
Bay City, MI 48708  
Phone: 989-894-3000

St. Mary's of Michigan Standish  
Hospital  
805 W. Cedar (M-61)  
Standish, MI 48658  
Phone: 989-846-4521

## **2.0 Employees – Emergency Work-Related Injury**

**2.1** In the event of an emergency situation, medical treatment will be immediately sought. The employee or another staff member shall notify the building administrator and/or HR immediately. The employee or employee's family member shall contact the building administrator and/or HR to report on the employee's medical condition as soon as feasibly possible. Paperwork will be sent to the employee's residence when deemed necessary. The employee may choose to send a representative to pick up the paperwork if they choose.

## **3.0 Administrators – Non-Emergency and Emergency Work-Related Injuries**

Supervisory personnel shall participate in the immediate post-accident activity. The immediate scene of the accident should be viewed with the idea of corroborating or rejecting the employee's version of what happened. All witnesses' names should be recorded and, time permitting, each witness' version of what happened should be recorded. Administrators should gather all pertinent information while all versions are fresh and objective and make certain that Human Resources has access to such records for the compensation carrier.

**3.1** The building administrator will make certain that the employee completes the "Employee's Report of Injury" form within 24 hours of **any** incident. The building administrator ensures the employee has signed and dated the form at the bottom of the page.

**3.2** The employee will discuss with the building administrator if medical treatment will be sought. If the building administrator is not present, the employee will be directed to contact them by phone. If the building administrator is not available by phone the employee will contact HR and discuss if medical treatment will be sought.

**3.3** If the building administrator is present, they will give the "Initial Authorization to Treat" form to the employee with their signature on the form. If the building administrator is not present, the employee will obtain the "Initial Authorization to Treat" form from the BAISD website or HR and HR will either sign or give verbal consent to the authorized Occupational Health Provider.

**3.4** Within 24 hours of the date and time of the employee accident and/or injury the building administrator will complete the "Supervisor's Report of Accident" form (Attachment C) and send it to HR. If the building administrator is not able to complete the form within 24 hours, the program director will complete the

“Supervisor’s Report of Accident” form and return it to HR within the same time period.

- 3.5 When completing the “Supervisor’s Report of Accident” form, the building administrator (or director) will verify the circumstances of the accident, obtain the employee’s version of the incident (if possible) and obtain information from witnesses as appropriate.
- 3.6 Completing the “Supervisor’s Report of Accident” form within 24 hours of the reported accident is vitally important. The building administrator must be diligent in ensuring that the information about the circumstances of the injury at its onset are accurate and completed in a timely manner.
- 3.7 The building administrator is to ensure the “Supervisor’s Report of Accident” form is signed and dated.
- 3.8 All paperwork must be submitted to the Human Resources Department. The building administrator is not to accept any doctor orders, notes or documentation. If an employee gives doctor notes to the building administrator, they are to refuse the documents and direct the employee to send them to Human Resources.
- 3.9 The building administrator is not to allow employees to work until they have been given an update on the need for restriction.

#### **4.0 *Human Resources***

- 4.1 The HR office will provide consent on the “Initial Authorization to Treat” form should building administration not be available at the onset of the injury.
- 4.2 Process claims to worker’s compensation carrier.
- 4.3 Notify the payroll department of employees expected to be out on worker’s compensation for tracking purposes.
- 4.4 Maintain worker’s compensation files including MIOSHA form 300 updates and postings.
- 4.5 Schedule appropriate training for administrators pertaining to occupational health.
- 4.6 Maintain contact with medical providers to ensure Bay-Arenac ISD employees receive appropriate, prompt, and thorough medical assistance.
- 4.7 Implement employee’s accommodations as outlined by the medical care provider whenever possible.

#### ***DISTRIBUTION***

This procedure is to be communicated to all administrators, employees, and bargaining unit representatives via the appropriate organizational chain of command.