

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: FINANCE	REFERENCE NUMBER: 409.03
SUBJECT: FINANCE/RISK MANAGEMENT	INITIAL EFFECTIVE DATE: 03/15/91
TITLE: PERSONAL INJURY AND ACCIDENT RESPONSE PROCEDURE	LAST REVISION DATE: 02/20/97

ADMINISTRATIVE DIRECTIVE:

All injuries occurring while on the job will be classified as either emergency or non-emergency. The determination will be made by the supervisor of the injured employee, if he/she is present, or by the employee or co-worker if the supervisor is not available. The appropriate response depends upon whether or not the injury is an emergency.

I. EMERGENCY

- A. *Definition:* An emergency is any injury which requires immediate attention and which is either potentially life threatening or which may result in further injury if the employee is moved or treatment is delayed. If in doubt, treat the injury as an emergency.
- B. The proper response in an emergency situation is to call 9-1-1 or radio the dispatcher at the Police Department. Emergency Medical Service (EMS) personnel will be dispatched to the scene. Under no circumstances should a City employee take himself or be taken to a hospital by non-emergency personnel.

II. NON-EMERGENCY

- A. *Definition:* Non-emergency, work-related injuries (hereinafter called "non-emergency injury") are those which are not life threatening and which can possibly be treated by first aid or in a physician's office.
- B. *Minor Injury Procedures.* Employees sustaining minor injuries that can possibly be treated by first aid will report, or be taken to the Occupational Health Clinic located near the rear entrance of the Service Center area. The Occupational Health Nurse (OHN) will evaluate the injury and either provide treatment or send the injured employee to a medical facility. Examples of this type of injury include, but are not limited to the following: minor cuts, bruises, scrapes, contusions, puncture wounds, burns (other than electrical), sprains or strains, insect bites (with no known sensitivity), heat exhaustion, exposure to poisonous plants, etc. The OHN may be contacted at telephone number 383-7101 or pager_____. If possible,

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- C. The proper response to a more serious non-emergency injury is as follows:
1. During normal duty hours, recommend that the injured employee go or be taken to:

The Family Doctors
1108 Dallas Drive, Suite 300
 2. Examples of this type of injury are:
 - a. Falls from a height of eight (8) feet or more
 - b. Injuries resulting from a vehicle accident
 - c. Eye injuries
 - d. Any impact great enough to knock an employee to the ground
 - e. Severe burns (other than electrical)
 - f. Any severe unexplained pain
 3. After normal duty hours, the employee shall proceed to a hospital emergency room for treatment.
- D. Cumulative Trauma Disorders: Employees who experience upper extremity (hand, wrist, arm, shoulder) discomfort for a period of time longer than one week shall notify their supervisor. The supervisor shall immediately inform the Risk Management office or the OHN to arrange for a workplace assessment. Upper extremity discomfort may include the following symptoms: tingling, numbness, burning sensation, swelling, aching, stiffness, and decreased range-of-motion.
- E. Employees who experience physical symptoms which could possibly be related to an occupational illness or disease (e.g. hearing loss, infections, hepatitis, etc.) shall contact the Occupational Health Nurse to arrange for an evaluation.

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III. GENERAL INFORMATION

- A. Failure to follow the recommendations and procedures outlined in this directive will not be grounds for disciplinary action as defined by City policy. However, failure to comply may result in the loss of wage supplement benefits from the City of Denton under the Occupational Injury Benefit Policy (409.01).
- B. Receipt of health care from The Family Doctors or an emergency room does not constitute the employee's initial choice of a "treating doctor" as defined by the Texas Workers' Compensation Law. Employees requiring follow-up medical treatment may continue to be treated by The Family Doctors or go to a physician of their choice. This choice will then become the employee's "treating doctor". Any further change of doctors, with the exception of referrals, will require approval from the Texas Workers' Compensation Commission (TWCC) by submission of a TWCC Form 53 (Employee's Request to Change Treating Doctors) to the Denton TWCC Field Office. The City's Third Party Administrator will not pay for medical treatment or prescriptions unless authorized by the employees' treating doctor.
- C. Before getting medical care or prescriptions, tell the doctor or pharmacist that the injury is work-related and that verification can be obtained during duty hours by calling the Risk Management office at 566-8317/8320. DO NOT pay for treatment or prescriptions nor provide City health care provider information. The City health care provider will not pay for medical treatment or prescriptions for work-related injuries. Employees shall inform the medical care provider that the City of Denton has an "Alternate Temporary Duty" policy.
- D. **ORTHOPEDIC INJURIES.** Employees sustaining an injury to bones, joints or related structures may subsequently be referred to a specialist or physical therapist by the treating physician. In the event a referral is made, the employee must consult the Risk Management Office at 566-8317/8320 or the Occupational Health Nurse at 383-7101 prior to finalizing any appointment in order to determine the acceptability of a specialist or therapist.

IV. ADMINISTRATIVE PROCEDURES

- A. Supervisors shall ensure that all employees are aware of this directive.
- B. Supervisors shall complete the Supervisor's Accident Investigation report and all other Occupational Injury forms in accordance with City policies.
- C. Employees shall return the Medical Status Report Form to their supervisor as soon as possible after treatment.

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