

## GUIDELINES FOR REPORTING WORK RELATED INCIDENTS

### ALL INCIDENT REPORTS OR CONCERNS OF WORK RELATED INCIDENTS SHOULD BE SENT DIRECTLY TO THE BENEFITS ADMINISTRATOR AND HUMAN RESOURCES DEPARTMENT AS SOON AS POSSIBLE

#### Purpose

This policy directs and outlines the responsibilities for The City of Portsmouth Employees and Supervisors should a work-related injury or illness arise within the course and/or scope of employment.

Employee Responsibilities if a work-related injury or illness has occurred:

1. **Get Emergency Treatment if Needed.** If an employee is hurt and is in need of medical care, call 911 or go to an emergency room for help immediately. Tell the medical staff that the injury or illness is job-related. Our Workers Compensation Insurance is with:

Primex  
Bow Brook Place  
46 Donovan Street  
Concord, NH 03301-2624  
1-800-698-2364

If the employee does not need emergency treatment, the employee should contact Occupational Health or Outside Medical Treatment.

2. **Report the Injury or Illness.** The employee must notify his or her supervisor of a specific workplace injury **immediately**. A Notice of Accidental Injury or Occupational Disease form must be completed within 24 hours of injury or illness. This form is to be given to the Benefits Administrator and Human Resources office as soon as possible.
3. **For follow-up care or non-emergent cases,** it is the employee's responsibility to contact their primary treating physician for follow-up treatment, if necessary.
4. **An employee is responsible for keeping his or her supervisor apprised of work status** by providing the New Hampshire Workers' Compensation Medical Forms directly to the supervisor.
  - If the employee is put out of work by his or her primary treating physician, the employee is responsible for providing the supervisor with all medical certifications.
5. Leave of absence due to a workers' compensation injury or illness may be designated as Family and Medical Leave Act (FMLA) leave. Notice of eligibility for FMLA leave will be sent directly from the Benefits Administrator to the employee.

**Supervisor/Employer Responsibilities** if a City of Portsmouth supervisor, manager or other department management representative becomes aware that an employee may have incurred an occupational injury:

1. **In the event of an emergency**, the employee should be escorted to the nearest emergency room for treatment. If needed, call 911.
2. The Supervisor or other department management representative is required to give the employee the Notice of Accidental Injury or Occupational Disease Form immediately after report of injury or illness.
  - The completed forms should be immediately forwarded to the Benefits Administrator and Human Resources Department.
  - All physicians' notes and physicians' return to work releases should be forwarded to the Benefits Administrator and Human Resources Department immediately to facilitate a return to work or so that the proper supplemental reports can be filed with Primex.
3. If the employee is released to modified or transitional work activity, the Supervisor or department management representative should consult with Human Resources.