

City of Portland

Reporting and Care of Employee Workplace Injuries

Purpose:

The City of Portland is committed to the prevention of incidents that could result in injury and/or illness to its employees. However, it recognizes that such incidents may, on occasion, occur. With this in mind, the City has established procedures to be followed when employees feel they have sustained an injury or illness “out of and in the course of employment.”

Policy:

Any injury or illness sustained out of and in the course of employment must be reported and documented, and appropriate medical treatment provided to assure the quickest recovery and continuation of work productivity.

Responsibility:

All employees have the responsibility to follow these procedures.

Procedures:

Reporting Procedures:

1. The employee must report the injury to his or her supervisor immediately, no matter how minor.
2. The employee and supervisor will work with the Department’s Principal Administrative Officer (PAO) and/or HR/Workers’ Compensation Liaison to fill out an injury report as soon as possible.
 - a. If the injury requires immediate attention, the injury report may be filled out afterwards, but no later than two days after the injury.
 - b. We are required to report on-the-job deaths or serious injuries as defined by *26 M.R.S. § 2: Report of Death and Injuries* IMMEDIATELY.
3. If the employee requires medical care, one of the following shall take place:
 - a. If the injury occurs during regular weekday working hours, the employee will be referred to one of the City’s approved occupational health care providers. This provider will coordinate medical treatment(s) to help assure the best resolution of the injury; or

- b. If the injury occurs outside of regular weekday working hours, the employee may go to his or her personal care physician, a quick care, or an emergency room. Subsequent medical treatment is to be overseen by one of the City approved occupational health care providers; an appointment should be made with them upon normal working hours.
 - c. After 10 days from the initial report, the employee may transfer to another provider. It is recommended that the employee inform the City's Third Party Administrator of this decision.
4. If the workplace injury or illness requires the employee to miss time from work, the employee must notify his or her supervisor of the need for time off and *must* provide medical documentation supporting that need.
5. Alternatively, based on the injury or illness, the medical provider may recommend temporary restrictions or limitations on the employee's work capacity. Adaptations to the job or transitional work may be made available when possible to accommodate for such restrictions and allow the employee to stay at work or return to work as soon as possible.
6. Employees returning to work after missed work time must present a medical provider's release to work either with restrictions or at full capacity.
7. The employee, supervisor and PAO/HR Liaison will discuss whether those restrictions, if any, can be accommodated and will have ongoing communication to ensure adherence to any and all relevant work restrictions.
8. Throughout the process, the supervisor and PAO/HR Liaison will maintain confidentiality of information with regard to the employee's injury.

On-the-job deaths or serious injuries:

1. The employee's supervisor must report an **on-the-job death** or **serious injury** immediately regardless of the day or time to the Occupational Health & Safety Director at 207-317-1645 (cell), 207-874-8622 (office) or 207-467-5857 (home).
2. If the Director is not reached, the supervisor should contact the Safety and Training Officer at 207-653-2261 (cell), 207-756-8262 (office) or 207-321-1079 (home).
3. If none of the above can be reached, leave a voicemail on the cell phone voicemail. Provide the name of the employee, date and time of occurrence, a brief account of the incident, a description of the injuries and to what hospital the employee was transported.
4. These deadlines enable the City to make the mandated reports to Maine State Department of Labor, Bureau of Labor Standards within the legally required timelines.
5. As appropriate, subsequent reporting and care adhere to the same procedures as above for injuries not involving death or serious injury.

Root Cause Analysis:

Once the injury has been reported and needed medical care scheduled, the employee may be asked to assist the supervisor in identifying underlying root cause(s) of the incident in order to reduce the likelihood of recurrence.

Jon P. Jennings
City Manager

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