

ATTENTION

DEPARTMENT OF NATURAL RESOURCES

SUPERVISORS

PROCEDURES FOR DEALING WITH WORK RELATED INJURY AND ILLNESSES

PROCEDURES FOR RESPONDING TO THE WORK RELATED ACCIDENTS AND ILLNESSES OF YOUR EMPLOYEES

1. Supervisors **must** post the Work Related Injury and Illness Procedures poster in a location where the employees will frequently see it.
2. Supervisors **must** inform and then continually remind employees that:
 - In case of a life threatening situation, they are to seek first aid immediately, if appropriate, and then arrange to be transported directly to the nearest critical care treatment facility (usually a hospital emergency room) and notify their supervisor of their condition as soon as possible.
 - In case of a non-life threatening situation, they are to seek first aid immediately, if appropriate, and then contact their supervisor to obtain instructions for accessing additional medical treatment.
 - The employee must inform the health care provider that their injury or illness is work related and that the state's workers compensation insurance carrier is the Workers Compensation Fund (WCF).
3. The supervisor **must** check the department's list of preferred providers and then direct the injured or sick employee to the most convenient location for medical treatment.
4. The supervisor **must** have the injured or ill employee complete a First Report of Injury form as soon as possible after the accident or onset of the illness. Depending on the situation, the supervisor or someone designated by the supervisor may need to help the employee complete the form.
5. The supervisor **must** get the completed First Report of Injury form to the department's Human Resource Office by using the fastest available delivery system:
 - FAX to the Department of Natural Resources' Human Resource Office at 801-538-7219

- Messenger delivery to the Human Resource Office, Suite 316, Department of Natural Resources Building, 1594 West North Temple, Salt Lake City, Utah
 - U.S. Postal Service addressed to the Human Resource Office, Suite 316, Department of Natural Resources Building, P.O. Box 145610, Salt Lake City, Utah 84114.
 - State Mail addressed to Receptionist, DNR/HRO
4. The supervisor **must** inform the injured or ill employee that they have an obligation to provide the supervisor with a note from their health care provider that describes the nature of the impact the injury or illness will have on the employee's ability to report to work and/or to perform his/her normal duties.
 6. The supervisor **must** provide the telephone number of the Workers Compensation Fund office (800-446-2667) to the employee and inform the employee that it is his/her responsibility to keep both the claims adjustor at WCF and you informed of any changes in his/her treatment plan or his/her ability to perform the tasks normally assigned to him/her.
 7. The supervisor **must** try to get the employee back to work as soon as it is appropriate. If the injured or sick employee is not able to resume his/her regular duties but, according to the health care provider, can perform some work related tasks the supervisor must work with the Human Resource Office to identify a suitable temporary transitional assignment (TTA) and develop an appropriate written TTA agreement.

UTAH OCCUPATIONAL SAFETY AND HEALTH (UOSH) ACCIDENT REPORTING PROCEDURE

Purpose:

To ensure compliance with Utah Occupational Safety and Health (UOSH) reporting requirements and the state's Human Resource Management Rules on drug testing when a serious or disabling injury occurs involving a DNR employee.

Procedure:

1. When an accident occurs that meets any of the following requirements, it must be reported to UOSH within eight hours of the occurrence.
 - Fatality
 - Immediate in-patient hospitalization
 - Amputation past the first digit on hand or foot
 - Heat, chemical or electrical burns which result in temporary or permanent impairment to the body
 - Electrical shocks which result in a loss of consciousness or hospitalization
 - Major bone fractures
 - Any injury involving unconsciousness
 - Any injury or illness that may shorten the worker's life or significantly alter a normal physical or mental ability (either temporarily or permanently), such as visual or hearing impairment.
2. Contact your supervisor immediately if an accident occurs that meets any of the above listed standards. If you cannot contact your immediate supervisor, contact either his/her supervisor or the department's Human Resource Management Office at 801-538-7210.
3. The supervisor must notify UOSH within eight hours after the qualifying injury or illness regardless of the time of day. UOSH can be contacted at 801-530-6901.
4. Under UOSH requirements, the site of an accident that meets any of the standards listed above cannot be altered until UOSH has assessed the site to determine the cause. UOSH requires that employers do not alter the accident scene, move or destroy tools, equipment or materials, or make any other changes which relate to the accident without first obtaining approval from UOSH. This requirement does not apply when emergency responders have to alter the site for rescue purposes or if immediate action is required to eliminate an imminent safety hazard.

5. An employee involved in an accident while on duty, will be subject to post-accident drug and alcohol testing if any of the following apply.

- A fatality occurs.
- The employee is driving in a work-related capacity and receives a citation for a moving violation arising from the accident and the accident involved: bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident or one or more vehicles incurs disabling damage as a result of the accident.
- An employee is operating machinery and causes a major injury to himself or his coworker(s).
- There is reasonable suspicion that the employee is under the influence of alcohol or a controlled substance.

If it is determined that a drug test is warranted, the supervisor should contact Intermountain MRO at 801-965-0665 to request a drug tester be dispatched. This number operates 24 hours a day, seven days per week. The department's Human Resource Office must also be notified of the testing as soon as possible by calling 801-538-7210.