RETURN TO WORK PROGRAM

Return to Work has long been known to reduce workers compensation costs, however it has recently been found to also reduce pain and suffering by the employee, speed up healing times and increase the level of healing a person experiences. Because of these benefits, the Powell County Commissioners have chosen to implement this program for the county employees.

If you are injured on the job, our first priority is to ensure you receive proper medical treatment. If you are able to fill out a First Report of Injury Form prior to leaving the worksite to seek medical treatment, this is preferred. However, if you are severely injured (i.e. you are bleeding uncontrollably, you are dizzy or have a head injury, or if you are in excruciating pain) it is preferred that you seek medical treatment prior to filling out this form. If this is the case, it is imperative that you complete this form with your Supervisor, Personnel Director or Designated RTW Coordinator immediately after receiving medical treatment. This form is your application for benefits from our Workers Compensation Insurance Carrier, and it is required for benefits to be paid. Upon completion of this form, a Return to Work Team (herein referred to as "team") will be established. The goals of this team are to find temporary transitional duties, communicate with our carrier and keep open communication to promote return to work success.

In addition to this form, a Medical Status Form is required to be returned by the injured employee immediately following all medical appointments. This form will help us determine the type of work Powell County has available within the restrictions set forth by your physician. Failure to return this form may result in time loss compensation. Upon the return of this form, your Supervisor, Personnel Director/Designated RTW Director, Safety Manager, you and any other necessary party will discuss the job tasks available within those restrictions. If you can return to work, you will be expected to return to work immediately.

If long periods of time occur between each visit to the physician, the team may meet at least every month to review your work restrictions and ensure that only those tasks approved are

being done. If you are away from work, it is preferred that you come in to attend these meetings if it is possible. If additional tasks are deemed to be within the restrictions set forth in the most recent Medical Status Form, these duties may be added to your temporary job. Once your physician releases you back to full duty, you are expected to return to your time of injury job.

Open, two way communication is vital to the success of this program. As such, the Supervisor, Personnel Director or Designated RTW Coordinator will attempt to contact you periodically to keep updated on your condition and status. It is also recommended that, if able, you call in to the office while you are away from work. This will help keep those lines of communication open and will enable a speedier return to work.

Training on this program should occur upon hire and at least annually thereafter. Employees are required to attend this training and are required to sign that they have been trained. This will help ensure that all employees have received important information regarding our return to work program and understand how this program will be used should an incident occur.

The Powell County Commissioners reserve the right to change or modify this program at any time.

Personnel Director Responsibilities:

- Develop and monitor a Return to Work Program.
- Develop job descriptions with essential functions of the jobs within the organization.
- Train managers/supervisors on the program and how it is to be managed.
- Train employees on the program and how it is to be followed.
- Provide managers/supervisors and employees the resources needed to make the program successful.

Supervisor Responsibilities:
- If possible establish temporary jobs within their work areas. These should be written and shared with other managers and supervisors and Personnel Department.
- Ensure injured employees receive the appropriate medical treatment.
- Assist the injured employee in completing the First Report of Injury Form.
- Review the Medical Status Form upon the employee's return from the physician. It is important to call in the remainder of the team for this review.
- Discuss the expectations with the injured employee.
- Ensure the injured employee does not work outside the restrictions approved by the physician.
- Require a Medical Status Form upon return from a physician after each visit.
- Attend all return to work team meetings.
- Communicate with injured employee frequently. This can be done in person or via phone.

Employee Responsibilities:

- Report all injuries, even minor ones, to your supervisor immediately.
- Fill out required paperwork as quickly as possible. Whenever possible by the end of the shift on which injury occurred is expected.
- Return completed Medical Status Forms to supervisor immediately following all doctor appointments.
- Return to work at temporary transitional duty as soon as the physician says you are able to.
- Follow all restrictions. Never work outside those restrictions.
- Communicate any changes in your ability to work to your supervisor.
- Attend all return to work meetings with your return to work team. If you are off work, it is advisable that you still attend these meetings.
- Maintain open communication with your supervisor. This includes phone calls or visits if you are away from the worksite.

It is not the intent of this program to obtain confidential medical information. Information related to the incident, how it happened, who was involved, when it happened and how we can prevent similar incidents in the future will be discussed with our safety committee, management team and during the incident investigation. This investigation will not focus on the type of injury or the injured employees medical diagnosis or prognosis, rather the mechanics of how the injury occurred.

STEPS TO COMPLETE IF AN INJURY OCCURS

Injury Occurs

In the event of a serious injury, seek medical attention immediately

Report injury to Supervisor and complete Frist Report of Injury Form

Do you need medical Treatment?

YES → Seek appropriate treatment. Bring an Employee Injury Response kit with you to the physician and have them complete the Medical Status Form

NO → No further action required → If you determine at a later dated that you need medical treatment contact your claims examiner

Return completed Medical Status Form to Supervisor

Do you have Work Restrictions?

YES → Your Doctor removed you completely from work. Take the completed Medical Status Form to your Supervisor

Contact your Supervisor at least weekly. Return Medical Status Forms to your Supervisor following every visit to the physician

NO → Your physician has released you back to your Regular job. Return the completed Medical Status Form to your Supervisor and return to your normal job

YES → Your physician has released you to modified work

Follow up with your physician as required

Meet with your Supervisor to discuss those restrictions and determine job duties that you can do

Perform only approved job duties

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