

Workers' Compensation and On the Job Injury/Accident/Incident Procedures

TO: ALL EMPLOYEES

FROM: HUMAN RESOURCES

This memo is to remind you of our Workers' Compensation policy [located in the Human Resources Policies and Procedures Manual, 13-6], and provide you direction should you have the unfortunate circumstance of having an "On the Job Injury."

- Regardless if the injury requires medical attention or not, immediately report the injury to your supervisor. If your supervisor is not available, report it to the supervisor on duty. Failure on the part of the employee to report an injury before the end the workday may jeopardize the claim for Workers' Compensation. This may result in you having out of pocket expenses.
- The supervisor **must** fully complete the Village Accident/Incident Investigation Report [located at <http://www.royalpalmbeach.com/Forms/AccidentIncident-form-readonly.doc>] and submit it to the Human Resources Department within 24 hours of the date of the injury. **This is imperative in order to receive authorization for medical treatment and to obtain a claim number. The Employee, Supervisor and the Department Head are required to sign the completed form.** At the employee's request, give them a copy of the completed report form. Witnesses to the incident will also be required to submit a statement of facts to the incident, prior to the end of their shift.
- **SERIOUS INJURIES** [Meaning that the employee needs immediate medical attention: such as ambulance transportation, broken bones, head trauma, excessive bleeding, comes in contact with potential blood borne pathogens, etc.] Employee should be immediately taken to Palms West Hospital or as directed by Emergency Medical Services Personnel. **If an employee comes in contact with a blood borne pathogen: such as another persons blood, stuck by a syringe or needle, urine, saliva, feces, contacting the employee's broken skin, eyes, or other mucous membrane, then the employee needs to immediately be given the option of being brought to the hospital for appropriate treatment.** If the employee refuses such treatment, the employee will be required to indicate as such on the Accident/Incident Investigation Report.
- **NON-SERIOUS INJURIES** [Meaning small cuts, abrasions, minor sprains, etc.] Employee will receive direction from their supervisor or Human Resources on receiving treatment. After the incident has been reported, the employee will be given authorization for treatment, which will include a Workers' Compensation claim number. In most cases the employee will be sent to the walk-in facility, Family Care Medical Center. **If the employee needs simple First Aid, such as a band-aid, ice on a bump, etc., it is not mandatory for them to go to the doctor.** If an employee declines treatment, but decides at a later time they would like to seek medical attention, please inform your supervisor or Human Resources.

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- **All treatment must be authorized by our Workers' Compensation Carrier:**

Florida League of Cities, Inc.

PO BOX 538135

Orlando, FL 32853-8135

Phone: 1-877-676-3890

Fax: 407-425-9378

- **M-F, Coach Comp of America**
440 State Rd. 7, Suite 101
Royal Palm Beach, FL 33411
Phone: 561-472-2555
On Weekends:
Family Care Medical Center
11327 Okeechobee Blvd
Phone: 561-795-4774
Sat & Sun 9am – 3pm
- **Palms West Hospital**
13001 SR 80 [Southern Blvd.]
Loxahatchee, FL 33462
Phone: 561-798-3300
Fax: 561-798-6064
[For emergencies and after hours injuries]

If you are given a prescription for medication, you can get it filled at most major pharmacies. When you go to the pharmacy you should have your prescription, your claim number, tell them the prescription is for Workers' Compensation and you work for the Village of Royal Palm Beach. The pharmacy can verify your claim by calling 1-800-848-1989, x1414, Monday – Friday between 8am and 8pm.

- If you need assistance at any time, do not hesitate to call Monika Bowles in the Human Resources Department at x5116. If you require immediate assistance and Monika Bowles is not available, you can call Pat Steinborn at x5120, Rookmin Ramsaran at x5117 or Diane DiSanto at x5103.