

Work-Related Injury and Illness Reporting

1407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries mental health issues and occupational illnesses.

1407.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related injury or occupational illness - An accidental or work related injury that occurs in the course of employment, or any disease that is a natural and unavoidable result of an accident. Work-related injury includes a disabling physical injury to the back that arises out of, and is causally related to, an incident.

Work-related injury also includes breakage or damage to eyeglasses, contact lenses, hearing aids, dentures or other prosthetic devices that is related to a compensable injury.

1407.2 POLICY

The Montgomery County Sheriff's Office will address work-related injuries, mental health issues and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements.

1407.3 RESPONSIBILITIES

1407.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any work-related injury or occupational illness shall report to a supervisor as soon as possible, but before the end of their shift. A member shall seek medical care when appropriate.

A member wishing to file a workers' compensation claim must coordinate with the Human Resources Department to file the appropriate forms.

1407.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness will ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly to the county Human Resources Director.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1407.3.3 DIVISION DIRECTOR RESPONSIBILITIES

The Division Director or members supervisor who receives a report of a work-related injury or occupational illness should review the reports for accuracy and determine what additional action should be taken. The reports shall then be forwarded to the county Human Resources Director.

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1407.4 OTHER INJURY OR ILLNESS

Injuries and illnesses caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Director the chain of command and a copy sent to the county Human Resources Director.

This report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1407.5 SETTLEMENT OFFERS

When a member sustains a work-related injury or occupational illness that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member should take no action other than to submit a report of this contact to his/her supervisor as soon as possible.

1407.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related injury or occupational illness, the member should provide the Sheriff with notice of the proposed terms of such settlement. In no case should the member accept a settlement without first providing notice to the Sheriff. The purpose of such notice is to permit the county to determine whether the offered settlement will affect any claim the county may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the county's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.