

PORT HURON POLICE DEPARTMENT POLICY AND PROCEDURAL ORDER

			ORDER NO: 16-05
SUBJECT: Personnel- Injury Report			
EFFECTIVE DATE:	DISTRIBUTION:	REVIEWED: REVISED:	Annual
Feb. 10, 1995	A		
REQUIREMENTS: NONE			
ISSUED BY: Chief Joseph A. Platzer		FORMS: Injury Log, Accident and Occupational Injury Report	

I. PURPOSE

The purpose of this order is to establish procedures for the reporting of on-the-job injuries by employees of the Department.

II. POLICY

Any on-the-job injury, no matter how slight, must be reported by the employee to their immediate supervisor at the time of the injury.

III. PROCEDURES

A. If the employee requests medical attention or in the supervisor's opinion the employee needs medical attention, the following procedure will be followed:

1. No employee will be denied medical aid if requested.
2. If the injury occurs Monday through Friday, excluding holidays, between the hours of 8:00 AM and 4:30 PM, the City Personnel Office will be called for authorization to obtain medical treatment. This must be done prior to the employee being taken for treatment.
3. If the non-life threatening injury occurs at any other time, the injured employee's immediate supervisor shall authorize the employee be taken to the McLaren Port Huron Emergency Room. The employee must obtain authorization before seeking treatment.
4. If the employee's injury is life threatening, the employee will be taken

immediately to the nearest hospital.

- B. If possible, the City policy requires the employee will be transported to the McLaren Port Huron Hospital Emergency Room.
- C. The City Personnel Office will be notified at the earliest possible time.
- D. If the injury does not require professional medical care and is only a matter of applying first aid, the supervisor need only insure the employee completes an injury report.
- E. Due to an on-the-job injury, an employee will NOT, under any circumstances, use their Blue Cross & Blue Shield card for medical treatment, prescriptions, or medical supplies of any kind required.
 - 1. The employee will either pay for the items or charge them to the City of Port Huron.
 - 2. The receipt or bill will be turned into the Department immediately.
- F. Accident or Occupational Illness Report
 - 1. All injuries shall be reported to the Personnel Office on the "Accident or Occupational Illness Report" form at the earliest possible date following the accident.
 - 2. In no case, will the report be filed with the Personnel Office later than six (6) calendar days following the accident or illness.
 - 3. A written statement by the employee and all witnesses will be submitted on the "Accident Report Supplement," attached to the Accident or Occupational Illness Report.
 - 4. If there are no witnesses, the immediate supervisor will make a statement concerning what they know about the accident.
- G. The written statement will include any information that might have a bearing on the situation.
- H. In the event the employee will lose work time as a result of the on-the-job injury, the employee will be carried as "SICK" until the City Personnel Office has received the Accident Report and determined the pay status of the employee.
- I. If the employee receives medical treatment, the employee, if able, will do an incident report documenting the circumstances surrounding the injury and describing the actual injury. If the employee is unable to do the incident report, the employee's immediate supervisor will complete the report.

NOTE: This policy parallels Administrative Regulation 9-2 (9/20/98).

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