

## INSURANCE AND ANNUITIES MANAGEMENT

CRE (R)

## WORKERS' COMPENSATION

NOTICE	<p>The Risk Management Department will notify the Texas Department of Insurance, Division of Workers' Compensation of the District's self-insured workers' compensation program.</p> <p>In accordance with the Texas Workers' Compensation Law, the Risk Management Department will develop posters notifying employees of coverage and distribute posters to all District locations for prominent display. In addition, all employees will sign a formal acknowledgment of notification of workers' compensation coverage. New employees will complete notification forms through payroll sessions. A copy of the signed notification will be filed in the employee's personnel records</p>
INJURY REPORTS	<p>Employees shall report all accidents at work immediately to their supervisor. Upon notice of an employee accident, the supervisor will:</p> <ol style="list-style-type: none"> <li>1. Report the accident by telephone to the Risk Management Department. Accidents occurring after hours and on holidays must be reported to the North East Police Department, who will notify Risk Management.</li> <li>2. If the injury is of a critical nature requiring immediate treatment in a hospital facility emergency room, the supervisor should call 911 EMS. The Risk Management Department should be contacted to coordinate professional medical treatment for injured workers. -There are rules and procedures adopted by the Division of Workers' Compensation that must be followed regarding the selection of health care providers to treat work related injuries. Employees should coordinate all treatment through Risk Management to insure the rules are followed so they will not be held responsible for payment of medical bills.</li> <li>3. The supervisor will complete an "Employer's First Report of Injury" for each accident. The original report must be sent to the Risk Management Department within two days after the injury is reported by the employee. The law requires a copy of the report be given to the injured employee, along with a copy of the Employee Rights and Responsibilities in the Texas Workers' Compensation System. Also a copy should be retained for the campus or department files.</li> <li>4. Employees who are receiving medical attention and/or are absent due to an on-the job injury must submit a "Texas Worker's Compensation Work Status Form" (DWC 73) from the treating doctor to their supervisor. A copy will also be sent to Risk Management by the school facility.</li> </ol>
WAGE REPORTS	<p>The District is required to file an Employer's Wage Statement with the Texas Department of Insurance, Division of Workers' Compensation (DWC) within 30 days of the date of receipt of notice of the injury, but only if the employee is disabled for at least</p>

	<p>8 days.</p> <p>Upon knowledge of an employee's absence for 8 or more days due to an on-the-job injury, the Risk Management Department will initiate a wage statement to be completed by the Payroll Department. Payroll will return the completed wage statement to the Risk Management Department, who will send the form to the Division of Workers' Compensation and the employee.</p>
OMBUDSMAN PROGRAM	Risk Management shall notify all employees, in accordance with the Texas Workers Compensation Act, of the Division Office of Injured Employee Counsel (OIEC), which is available to assist injured workers and persons claiming death benefits under the Texas Workers' Compensation Act. The notice will be posted in all District locations. Each employee will also be notified in writing of the program.
REPORTS OF SAFETY VIOLATIONS	Risk Management shall notify all employees of the 24-hour-a-day toll-free telephone system for reporting violations of an occupational health or safety law. The notice will be posted in all District locations. Each employee will also be notified in writing of the safety violation reporting.
MODIFIED DUTY PROGRAM	The District has implemented a modified duty program in an effort to return injured workers to employment in the least amount of time possible within their physical capabilities. The modified duty program will be coordinated by the Risk Management Department. Risk Management will work with the supervisor, injured employee, Texas Department of Assistive and Rehabilitative Services, Human Resources Department, and medical care provider. The job safety analysis will be utilized in determining the necessary accommodations at the worksite.

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