

**CITY OF BLOOMINGTON**  
**STANDARD OPERATING PROCEDURE**  
**REPORTING A JOB INJURY**

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**PURPOSE**

The purpose of this procedure is to provide the standard protocol for reporting a job injury (i.e. injuries that arise out of, or are incurred in the course of job related activities on behalf of the City). Employees must report all injuries and work related illnesses, regardless of severity, to their supervisor or designee and call Medcor at 1-800-775-5866.

**PROCEDURE**

**A. Reporting the Injury**

- i. Employees injured while on duty are required to cease work immediately, report the injury to their direct supervisor, and call Medcor as soon as possible, but not later than the end of their current work shift.
- ii. If their direct supervisor is not available, the employee shall report it to the next person in the chain of command.
- iii. Injuries or illnesses that are not reported in accordance with this protocol may become impossible to verify. This could cause delays in obtaining workers' compensation benefits or the claim may be denied.
- iv. It will be at the department's discretion to allow an injured worker to remain at work, if leaving places the employee or the public in immediate danger.

**B. Medical Treatment and Resumption of Work**

- i. Minor Injuries: If the injury can be treated through application of first aid techniques at the work location, it is likely the employee can return immediately to normal duties.
- ii. More Serious Injuries: Employees, who experience an injury/illness which requires care beyond first aid, must be seen by a medical professional. If the healthcare provider directs the employee to remain off work; the employee must notify their supervisor immediately and provide medical documentation to Human Resources stating as such.
- iii. Life threatening injury: Employees with life threatening injuries shall call 911. In this instance, the supervisor or designee should contact Medcor on behalf of the employee. The employee is then responsible for contacting Medcor when the emergency is alleviated.

- iv. The supervisor, if available, shall call Medcor to report the injury. The supervisor will then hand the phone to the employee to provide details of the injury and required information. If the supervisor is not available, the employee should contact Medcor directly. The employee should then report the incident to their supervisor or designee as soon as possible. If a supervisor is not staffed at time of injury, they shall be called if:
  - 1. Treatment is sought off site
  - 2. Self-care measures substantially impact work production and become a staffing issue
- v. If the call is reported as self-care and the employee later feels they need to be seen by a Health Professional the employee must contact Medcor before seeking treatment.
- vi. The employee's department and Human Resources will receive a notice of the injury from Medcor.
- vii. Employees who have an exposure to an infectious disease or blood borne pathogen shall report the exposure on the Contact and Exposure Form. If the employee has an exposure and has an injury (ex: cut on finger and they are exposed to a patients' blood) he/she shall complete the Contact and Exposure form and call Medcor. The form and Exposure Control Plan can be located at K:\HR\CITYWIDE\City Safety Procedures\Job Injury

## **RESPONSIBILITIES**

- A.** It is the responsibility of the employee to report a job injury.
- B.** It is the responsibility of the employee's supervisor to investigate the injury in consultation with the Safety & Risk Manager. In addition, it is the responsibility of the supervisor, if available, to contact Medcor immediately following the injury with the employee.
- C.** It is the responsibility of the injured employee to notify Human Resources and their supervisor or designee when they have been restricted off work or have been released for restricted or full duty.
- D.** Individuals that fail to adhere to this policy may be subject to discipline, which will be determined on a case by case review as directed by Human Resources.