

WORKPLACE INJURIES**OPS.501**

Approved By: Chief Operations Officer	Adopted Date: Unknown
Distribution: All ODCHC Staff	Revision Date(s): 05/00, 08/00, 02/01, 06/03, 10/04, 03/13

POLICY:

It is the policy of ODCHC to promptly and appropriately treat all employee workplace injuries and to investigate all such injuries so that problems can be identified and corrected.

PROCEDURE:

1. Human Resources shall be the Workman's Compensation Coordinator and Contact for all employees of ODCHC.
2. The Nurse Coordinators or designated registered nurse at each health center shall oversee the treatment of workplace injuries and shall ensure proper implementation of post-exposure plans, when required.
3. Each health center shall keep the proper forms for processing of workplace injuries, as follows:
 - a. Employee Accident Investigation Forms (Form #302 rev03/13) to be used for injuries not involving body substance exposure.
 - b. Post Exposure Protocol Packets (Form #302.2 rev10/31/08) to be used for needle sticks and other injuries involving exposure to body substances.
 - c. Packets shall be kept in a central location at each health center.
4. ODCHC shall maintain a list of Work Comp Medical Providers available for treatment of injuries not involving body substances. Employees with non-body substance workplace injuries that require treatment other than immediate first aid must use one of the Work Comp Medical Providers, or another non-ODCHC provider of their choice.
5. Workplace injuries shall be treated and reported according to the attached protocol.

Attachments:

Employee Accident Investigation Form (ODCHC Form #302)

Post Exposure Protocol (ODCHC Form #302.2)

Additional References:

OPS.502 – Body Substance Exposure Protocol

Approved:



Cheyenne Spetzler
Chief Operations Officer

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Workplace Injury Protocol:

