

LAKE COUNTY BOARD OF DD/DEEPWOOD

BOARD POLICY

Reviewed and Adopted by the Board:
Date: March 23, 2020

Signature on File
Elfriede Roman, Superintendent

**I. SUBJECT: EMPLOYEE WORKPLACE
ACCIDENT/ILLNESS/OCCUPATIONAL DISEASE REPORTING**

II. PURPOSE:

To implement a uniform policy to respond to employee accident, illness and occupational diseases occurring in the course of and arising out of employment at LCBDD/DEEPWOOD.

III. REFERENCE:

29 CFR 1904 Recording and Reporting Occupational Injuries and Illnesses
29 CFR 1910 Occupational Safety and Health Standards
45 CFR 160 and 164 Health Insurance Portability and Accountability Act
O.R.C. §§4123.S12, 4123.6S1(c), 4123.54, and PERRAC 4167
LCBDD/DEEPWOOD Policy A-5 Confidentiality of Persons Served
LCBDD/DEEPWOOD Policy F-1 Health, Exposure Control, Safety and Emergency Evacuation and Accompanying Manual (HECSE)
Collective Bargaining Agreement between Lake County Board of DD/Deepwood and Lake Employees Association for the Developmentally Disabled (LEADD)
LCBDD/DEEPWOOD Alcohol and Controlled Substances Testing Policy B-17

IV. POLICY:

The LCBDD/DEEPWOOD is committed to providing a safe and healthy employment environment for its employees. As part of that effort all employees are expected to follow established safety rules and procedures.

When an employee is injured or becomes ill in the course of, and arising out of his or her employment at LCBDD/DEEPWOOD the employee must notify his or her immediate supervisor (or another supervisor if the immediate supervisor is unavailable) as soon as possible but in any event, no later than the end of the employee's shift. The supervisor will ensure that any required reports (Employee Accident/Injury/Illness Report and any applicable witness statements) are completed and that the employee is offered prompt

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medical attention. The reporting form and relevant medical information are considered confidential to the extent allowed by law and individual privacy will be maintained.

Whenever there exists reasonable cause, as defined in O.R.C. Section 4123.54(C)(2), to suspect that the ill or injured employee may be intoxicated or under the influence of a controlled substance not prescribed by the Employee's physician, the procedures for administering a qualifying chemical test contained in O.R.C. Section 4123.54(B) will be followed. See also Board Policy B-17. Results of said chemical test which reveal the presence of alcohol or other impermissible controlled substances, or a refusal by the employee to comply with the chemical test, may affect the employee's eligibility for workers' compensation benefits as provided in O.R.C. Section 4123.54.

LCBDD/DEEPWOOD is self insured for Workers Compensation Claims and participates in the Lake County Government Workers' Compensation plan. Employees who become ill or injured in the course of and arising out of their employment may participate in the fund according to its rules and regulations.

The Human Resources Director, in conjunction with the Director of Agency Nursing Services and the Operations Director and in accordance with the *HECSE* Manual, is responsible for developing procedures to maintain a safe and healthy work environment and for responding to employee work related accidents, illnesses and injuries.

The Human Resources Director or designee will review claims for participation in the Worker's Compensation fund and develop procedures for monitoring employees participating in the fund.

If the employee requires emergency medical attention such as being unresponsive, or if an emergency contact person is needed, the supervisor or a nurse assigned to the department should call 911, and can contact the Benefits Specialist in Human Resources or the Director of Human Resources, in order to access the employee's Emergency Data Form in their medical file.

In the event of a serious injury, an injury requiring hospitalization or a fatality, the employee's supervisor must notify the department head. He or she will then notify the Superintendent's office, the Operations Director and the Human Resources Director.

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V. DISTRIBUTION:

Board Members
All Management Staff
All Staff (via Department Managers)
LEADD President

VI. REVIEWED:

03/20, 03/18, 03/17, 03/16, 03/15, 2/14, 2/13, 2/11, 10/08, 10/06, 10/04, 5/04, 5/02, 10/99,
2/96