



**State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures**

Work Related Injury or Illness/Workers' Compensation

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Date Policy Last Revised: 06/06/2018	
Approved: Dana Webb, as Designee of OMES Director John Budd	Approval Date: 02/25/2019

Reference: OAC 260:25-15-49; 74 O.S. § 840-2.21; 85A O.S. §1 et seq.

Policy

The health and wellbeing of employees is a priority for the Office of Management and Enterprise Services (OMES). Section 840-2.21 of Title 74 of the Oklahoma statutes establishes the rights and benefits of state employees who are absent from work because of an illness or injury arising out of and sustained in the course of employment with the state and for which workers' compensation benefits have been filed. OMES shall return an employee to work as soon as possible either to the original position or possibly to an alternate position if an employee, with reasonable accommodation, is unable to perform the essential functions of his or her original position.

The following procedure shall be followed by affected employees and supervisors in connection with any work-related injury or illness that is reported. See OAC 260:25-15-49 for additional information related to leave and first preference due to work related injury or illness.

Implementation

An affected employee shall report any work-related injury or illness to a supervisor or Human Resources within a reasonable timeframe after the employee has realized he/she sustained the injury or illness. Such report shall be in writing unless the severity or nature of the injury prohibits a written report by the employee although such report may be required at a later time.

Employees shall complete an incident report within one (1) working day of a reported accident or illness and submit to their supervisor for review. The supervisor will submit the incident report to Human Resources immediately following his or her review. In the event that the employee is unable or unwilling to complete the incident report, the supervisor will complete the report on the employee's behalf.

Human Resources shall file an injury report with OMES workers' compensation provider.

OMES workers' compensation provider will email a claim number and an Injured Worker's Prescription form with an identification number and a list of participating pharmacies the employee may access to fill prescriptions prescribed by the physician.

Addressing Injuries

If the work-related injury is serious or life threatening, the employee shall be transported to the nearest hospital or emergency room for immediate assistance. If the work-related injury is not life threatening and the employee needs medical treatment, Human Resources shall contact the workers' compensation provider for a list of physicians and facilities available to the employee. The employee shall choose a physician from the list and schedule an appointment. However, if immediate treatment is needed the worker's compensation provider will direct the affected employee to an urgent care facility.

If the employee has seen a physician prior to notifying Human Resources, this information shall be noted in the incident report form and shall include but not be limited to the treating physician's contact information.

Human Resources shall receive final documents from the workers' compensation provider for review, any necessary corrections to information, and for signature.

Any receipt, progress report or other information received by the supervisor or Human Resources from the affected employee shall be sent to the workers' compensation provider.

If treatment is ongoing, the workers' compensation provider will send updates to Human Resources and may send requests for information, which shall be promptly complied with by the supervisor or affected employee, as applicable.

Employee's responsibilities include but are not limited to:

- Reporting unsafe conditions and all work related injuries or illness to your supervisor or Human Resources.
- Working safely and following health and safety rules.

- Asking for training if you need it.
- Using protective equipment when required.

Supervisor's responsibilities include but are not limited to:

- Taking every reasonable precaution to ensure the health and safety of everyone at the work site.
- Training workers on workplace risks and how to do their jobs safely.
- Maintaining equipment and providing personal protective equipment when necessary.
- Providing appropriate supervision.
- Ensuring prompt completion of incident reports.

All OMES employees have the right to a safe workplace. Staying safe on the job is everyone's responsibility. Failure to comply with this policy may be grounds for disciplinary action up to and including termination.