



### **Procedure for Work Place Injuries and/or Accidents**

1. The employee reports the injury immediately to his or her supervisor. The injured employee must complete an Employee's First Report of Injury and submit to their supervisor **within 24 hours** of the injury.
2. Witnesses should complete an Accident Witness Statement and submit it to the injured employee's supervisor within 24 hours of the incident.
3. **The employee's supervisor is responsible for submitting a supervisory report, the employee's report of injury and any witness statements for the accident to the Office of Human Resources (OHR) within twenty four (24) hours following the injury.**
4. *The Office of Human Resources* will report the injury to Chesapeake Employers Insurance and obtain a claim number. The OHR will supply the claim number to the injured employee for future medical treatment related to the injury and complete an Authorization for Examination or Treatment through WorkPro for an examination of injuries if *necessary*.
5. **Within three (3) workdays of the injury**, a physician must examine the employee and certify the employee's injury and inability to report to work and the injury is within the guidelines of the Maryland Workers' Compensation Act.
6. A fitness for duty exam *may* be ordered to determine if the employee is able to perform the primary functions of the job.
7. Substance abuse testing may be required depending on position and accident.
8. **Copies of all documents, disability notes and bills pertaining to the injury must be submitted to the Office of Human Resources.**