LENAPE TECHNICAL SCHOOL

SECTION: EMPLOYEES

TITLE: INJURY IN THE WORKPLACE

ADOPTED: August 2, 2007

REVISED: September 16, 2021

346. INJURY IN THE WORKPLACE

1. Authority	The Joint Operating Committee shall provide Workers' Compensation benefits as required by law.
2. Purpose	An employee injured through a job related incident shall be eligible for workers' compensation benefits.
3. Guidelines	There is no cost to any employee for workers' compensation insurance. If injured while at work, a school employee shall submit claims in accordance with the PA Workers Compensation Act and shall comply with the guidelines below. If medical attention is required, the Administrative Director or appropriate personnel designated by the Administrative Director should see that the employee is referred to a medical unit for proper attention and treatment. In an emergency, the employee should proceed to the local hospital emergency department. In all other cases, the employee must seek medical attention from a medical panel provider. If non-emergency medical attention is needed, the Administrative Director or appropriate personnel designated by the Administrative Director should refer the employee to a medical unit for proper treatment. All employees who are injured while performing duties on school premises or in the workplace assigned to them shall make a report of the accident within twenty-four (24) hours. The injured employee should notify the Business Office as soon as possible thereafter. If as a result of the injury the employee is unable to make the report of the accident, it shall be the responsibility of the employee's immediate supervisor to make the report for the employee. The Business Office will complete and maintain the records of accidents and injuries. The injured employee shall cooperate with the school's Workman's Compensation Carrier for their medical care.

4. Definitions	The report shall be filed in the Business Office. "Workplace Accidents" are events that cause injury or illness to a school employee. Even minor injuries, such as cuts or sprains, are to be considered accidents. Workplace accidents must be reported even if the school employee does not seek further medical treatment at a physician and/or health care provider. This type of incident is classified as a "Record Only" claim as it pertains to workers' compensation. If there is a doubt, treat a situation as an accident. "Workers' Compensation Reporter" is the school's designated person that will submit the incident reports to the school's workers' compensation carrier to initiate a workers' compensation claim. The Workers' Compensation Reporter may also serve as the Workplace Safety Committee Secretary.
5. Workplace Safety Committee	Lenape Technical School is committed to providing a safe workplace for all employees. To achieve this goal, a Workplace Safety Committee is in place. The Committee meets monthly to review workplace and student injuries, potentially hazardous workplace conditions, facility inspection reports and recommendations from employees to improve the safety of the workplace. Lenape Technical School is committed to return all employees injured at work to employment as quickly as possible. To achieve this goal, a formal return to work, modified job duties may be offered when possible where the employee's physical restrictions do not allow for an immediate return to full duties. A medical provider will provide employee's restrictions and the school will establish the duration of any modified assignment. Legal References: 77 P.S. 1038.2 45 CFR Part 160 45 CFR Part 164 29 CFR Part 825 29 U.S.C. 2601 et seq 42 U.S.C. 12101 et seq 77 P.S. 1 et seq