

WORKERS COMPENSATION INJURY PROTOCOL

⇒ **Safety**

- Work safely to eliminate risk of injury.
- Always use personal protective equipment.
- Immediately report all unsafe working conditions to your supervisor.
- Report all injuries immediately to your supervisor or to the Human Resources Department if your supervisor is not available.



⇒ **Employee Responsibilities**

- Obtain First Report of Accident and additional forms from Human Resources.
- Complete and return required documents to Human Resources immediately.

⇒ **Human Resources Responsibilities**

- Report injury to workers compensation carrier and obtain claim number.
- Provide notification to injured employee of pertinent claim and injury information.
- Investigate the injury/accident.
- Assist the injured employee during recovery with administrative needs.
- Maintain communications with employee.

⇒ **IF MEDICAL ATTENTION IS NEEDED**

- For life threatening injuries call 911.
- Urgent care or non-emergency medical treatment can be sought at a facility/doctor that accepts workers' compensation. Not all medical providers accept worker's compensation.
- Do not use your health or prescription insurance card for workers' compensation injuries.
- Advise medical providers you are a City of Dover employee and to please contact HR for billing information. Local treating facilities will usually contact HR for claim information.

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CONTINUED

⇒ **During Treatment**

- Be sure to inform your supervisor and HR of all appointments and the status of your injury and recovery. Appointments are to be scheduled, when possible, outside of normal work hours. Absences affect salary continuation. (See Compensation)
- Provide HR with a copy of the Physician's Report of Workers' Compensation Injury after each medical appointment.
- Discuss any restrictions with HR and your supervisor.
- Be an advocate for your health by actively discussing your treatment and prognosis with your medical providers.

⇒ **Compensation**

- If an employee is absent from work due to the injury, the City provides sixty (60) days of base salary continuation for the life of claim.*

**Subject to Collective Bargaining Agreements*

For full details on Delaware's Workers Compensation Laws, visit

<https://dia.delawareworks.com/workers-comp/>

Contact Human Resources with all workers' compensation related questions.

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