



Town of Georgia
Injury Reporting, Medical
Treatment & Incident Review
Policy

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1 Reporting Requirements

- 1.1.1 All injuries to employees that will be treated with first aid or actual medical treatment (from a healthcare provider) shall be reported to the supervisor/department head or other designated person immediately or as soon as practical – and in all cases no later than the end of the shift or call.
- 1.1.2 The employee and supervisor/department head will discuss and determine the need for first aid and/or medical treatment unless the need for treatment is obvious. This is intended to keep the supervisor/department head informed about the need for treatment so he/she can assist in coordinating medical care and gather required information for workers' compensation reporting purposes.
- 1.1.3 These initial injury/illness reports may be provided in writing, in person, by phone, by two-way radio, or by other appropriate means.
- 1.1.4 The employee shall participate and cooperate with the supervisor/department head or designee in the review of the injury/incident as described in section c (below).
- 1.1.5 If an employee voluntarily delays medical treatment or first aid for a work-related injury until sometime after the injury (including hours or days later), the employee shall promptly notify his/her immediate supervisor/department head as soon as he/she decides to apply first aid or seek medical treatment, and obtain medical treatment as outlined in section b (below).
- 1.1.6 If an employee refuses initial medical treatment, but at later time independently obtains treatment on his/her own using his/her own medical provider, he/she must notify the department head or supervisor at the first possible opportunity that medical treatment has been obtained. This will result in a referral to the designated medical provider identified in section b (below).
- 1.1.7 If the employee has been kept out of work for medical reasons due to the work-related injury, he/she shall report the expected absence as required by town of Georgia policy and provide written documentation from the treating medical provider indicating that the employee has been directed to remain out of work.

2 Medical Treatment

- 2.1.1 In cases where emergency medical treatment is required, the local ambulance/ems (or 911) shall be called, and the injured employee shall be taken to the appropriate emergency medical facility determined by ems personnel.
- 2.1.2 When non-emergency treatment is required outside of the designated medical provider's office hours, employees shall use either NMC walk-in clinic located at 927 Ethan Allen highway in Georgia. If NMC walk-in clinic is closed, please seek treatment at NMC in St. Albans.
- 2.1.3 In situations where an employee desires to see an alternate medical provider, he/she may do so after receiving the initial care as listed in this policy. A form 8 (of the Vermont workers' compensation division) must be used.

- 2.1.4 In all cases where medical treatment is obtained from a healthcare provider, the employee shall receive from the medical provider a completed work capability form to document the employee's current work abilities and any restrictions. An acceptable form is the Vermont department of labor form 20, or an equivalent that may be used by the healthcare provider. The department head or supervisor will provide a copy of an appropriate form to the employee upon request.

3 Incident Review Procedures

- 3.1.1 Upon receiving notice of a work-related injury as described above, the department head or supervisor shall complete an employee injury report and incident review form ("injury/incident form") with the injured employee. Paper copies of this form will be provided to all departments, and it may also be available online. <https://www.vlct.org/resource/injury-reporting-medical-treatment-and-incident-review-toolkit>
- 3.1.2 The purpose of this form is to gather facts about the incident, when it happened, its cause(s), any witnesses, etc. This information will be used first for filing a workers' compensation claim with PACIF and later to identify ways to prevent future injuries due to similar incidents.
- 3.1.3 Care shall be taken to avoid discipline-related issues during the incident review discussion between the department head or supervisor and the injured employee. Any warnings or other disciplinary actions shall take place separately from the incident review process.
- 3.1.4 Both the department head or supervisor and the injured employee shall sign the injury/incident form and attest to its accuracy.
- 3.1.5 The department head or supervisor and the injured employee shall complete the injury/incident form immediately if possible, but typically within 24 hours from the time of the initial incident. If extenuating medical circumstances prevent the employee from participating, the department head shall complete the form as soon as possible, using any and all information and assistance available.
- 3.1.6 It is important that (a) the claim be filed immediately, (b) only designated person(s) file the claim, and (c) the claim be filed with PACIF (not the state of Vermont).
- 3.1.7 All completed employee injury report and incident review forms shall be retained by the municipality and reviewed by the town administrator and the selectboard for completeness and monitoring of corrective actions if any were suggested.