

# INJURED WORKERS TRAINING

OCTOBER 21, 2009 @ 9:00 A.M.

UMES Office of Human Resources

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#### SAFETY FIRST



"We're all in this together"

- What is Required
- □ First Report of Injury Form
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- Return to Work
- Questions/Answers



- Report immediately to
   Office of Human
   Resources
- First Report of Injury Form (online at UMES Forms Library) www.umes.edu/hr
- Fax or bring to HR Office

What is Required?

#### DEPARTMENT OF HUMAN RESOURCES UNIVERSITY OF MARYLAND EASTERN SHORE

#### FIRST REPORT OF INJURY QUESTIONS

1	$\longrightarrow$	Injured Worker's Name:		
^		(last, first & middle initial)		
2	$\longrightarrow$	Date of Injury: Date Reported to Supervisor:	<del></del>	3
4		Today's Date: Times:		
-		(workday start time) (injury time)	$\leftarrow$	5 a & b
6		Last Day Worked: Expected return date:	<del></del>	7
O		Cocial Compite Manuface Dieth Data:		
	$\rightarrow$	Home Address:		9
11	$\longrightarrow$	Employee Job Title:  Date Hired: Full time, part time or contract:  Campus Phone Number: Home Phone Number:		
12	$\longrightarrow$	Date Hired: Full time, part time or contract:	$\leftarrow$	13
14	$\longrightarrow$	Campus Phone Number: Home Phone Number:	$\leftarrow$	15
		Male Female Married Single		
16	$\longrightarrow$	Describe nature of Injury or Illness in Detail (be specific about part of body affected, e.g., amputation of right index finger at 2nd joint, fracture right arm, lead poisoning):		
17	$\longrightarrow$	Describe employee's activities when injury occurred with details of how the event		
		occurred (Include name of other individuals involved, tools, machinery, objects vapors,		
		chemicals and unnatural motions of employee):		
10		Were safe guards or safety equipment provided? YesNo		
18	$\longrightarrow$	Were they in use? Yes No If No, Explain		
19		At what provider, clinic, or hospital did the injured worker seek treatment?		
1,		The want provider, classe, or adoption and the injured worker seen decimient.		
20		Was the injured worker admitted to a hospital? YesNo		
20		If yes, what is the name and address of the hospital:		
		a july man is the man man than the second	•	
21	$\longrightarrow$	Has the injured worker had any previous work injuries? Yes No	•	
		Zono Omo Multiple Dates		
22		Name of Witness (if any):		
22		Comments:		
23	$\longrightarrow$	PLEASE COMPLETE ALL QUESTIONS		



 Approve all physician referrals through the HR Office unless emergency circumstances exist

What is Required?

# Helpful Hints for First Report of Injury Form

"Don't learn safety by accident"



- □ Train your staff, especially other supervisors, regarding how to report an injury in your absence
- Fully investigate
- Beware of suspicious activity
- Interview witnesses thoroughly or refer him/her to the Benefits Coordinator
- Be prepared to promptly answer questions about wages/hours of work

## What is Required – 3. Timekeeping

	•							
Time Worked:								
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Date	10/11	10/12	10/13	10/14	10/15	10/16	10/17	
TimeIn		:	:	:				
	AM 🔽	AM 💌	AM 🕶	AM 💌	AM 🕶	AM 💌	AM 🕶	
TimeOut		::::	:	:	:	:	:	
	PM 🔽	PM 🕶	PM 💌	PM 💌	PM 🕶	PM 💌	PM 🕶	
(-)Meal Break Mins		0	0	0	0	0		
Daily Tot Hrs Worked	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Paid Leave:								
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Annual Lv		:	:					
Sick Lv		:	:	:				
Personal Lv		:	:	:				
Comp Time Used		:	:	:				
Select Addtl LV Cds		:	:	:				
Paid Leave which counts towards Family and Medical Entitlement:								
Select Family Medical LV Cds								
Daily Tot Paid I save	00-00	00-00	00-00	00-00	00-00	00.00	00-00	

## Timekeeping (continued)

WEEK 1									
Time Worked:									
Day		Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Date		10/11	10/12	10/13	10/14	10/15	10/16	10/17	
Select Addtl LV Cds Accident Lv		:	:	:	:	:	:	:	
Admin Lv for Layoff Admin Lv-Election Judge		AM 💌	AM 💌	AM 💌	AM 💌	AM 💌	AM 💌	AM 💌	
Admin Lv-Furlough Plan Admin Lv-Per of Notice		:::::::::::::::::::::::::::::::::::::::	:	:	:	:	:		
Administrative Lv		PM 🕶	PM 🕶	PM 🕶	PM 🕶	PM 🕶	PM 🕶	PM 🕶	
Advanced Sick Lv Bereavement Leave			0	0	0	0	0		
Call Back Disaster Service Leave		00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Extended Sick Lv	Paid Leave:								
Holiday Lv Job Steward Lv-EX Union		Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Job Steward Lv-NE Union		:::::::::::::::::::::::::::::::::::::::	:	:	:	:	:	:	
Jury Duty Legal Action Paid			:	:	:	:	:		
Military Lv Sick Immediate Family Lv		:::::::::::::::::::::::::::::::::::::::	:	:	:	:	:		
Suspension, Paid Union Business Leave		:	:	:					
Accident Lv 💌		:	:	:	:	:	:		
Paid Leave which counts towards Family and Medical Entitlement:									
Select Family Medical LV Cds	<b>Y</b>	:	:	:	:	:	:	:	
Daily Tot Paid I pays		00-00	00-00	00-00	00-00	00-00	00-00	00-00	

## Timekeeping (continued)

WEEK 1								
Time Worked:								
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Date	10/11	10/12	10/13	10/14	10/15	10/16	10/17	
TimeIn	:	•						
	AM 🕶	AM 🕶	AM 🕶	AM 🕶	AM 🕶	AM 🕶	AM 🕶	
TimeOut	:	:						
	PM 🕶	PM 🕶	PM 🕶	PM 💌	PM 💌	PM 💌	PM 💌	
(-)Meal Break Mins		0	0	0	0	0		
Daily Tot Hrs Worked	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
		P	aid Leave:					
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat	
Annual Lv	:	:	:					
Sick Lv	: :	:	:					
Personal Lv	:	:				:		
Comp Time Used	:	:	:	:		:::::::::::::::::::::::::::::::::::::::		
Accident Lv 💌	:	8 00			:			
Paid Leave which counts towards Family and Medical Entitlement:								
Select Family Medical LV Cds	:							
Daily Tot Paid Leave	00:00	00:00	00:00	00:00	00:00	00:00	00:00	





#### What is Required?

"Health and Safety: words to live by"

# Injured Workers' Insurance Fund (IWIF)

"The Injured Workers' Insurance Fund (IWIF) has specialized in providing workers' compensation insurance to

Maryland businesses since 1914. "



"IWIF's Mission: To provide Maryland businesses with a readily available source for workers' compensation insurance that features high quality products and services at a fair price; and to protect workers and employers by championing workplace safety."

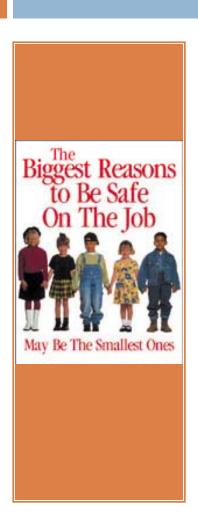
- taken from www.iwif.com

SAFETY SAVES With IWIF

### IWIF (continued)

- Adjustor responsibilities
- Authorizations
- Questions from Adjustor
- Acceptance/Denial
- Early Intervention
- Seminars offered
- Loss Prevention Services offered
- Forms and Publications offered

### IWIF (continued)



An ounce of prevention is worth a pound of cure.



- -Doctor's note
- -Limitations/light duty/reasonable accommodation

#### Return to Work

"Safety comes in cans: I can, you can, we can."