SECTION VII - MEDICAL TREATMENT OF INDUSTRIAL INJURIES AND ILLNESSES

7.0 General

An industrial injury or illness is a personal injury or illness arising out of, and in the course of, employment and includes an injury by the willful act of a third person directed against an employee because of his/her employment.

7.1 Serious Emergencies

For all serious emergencies (fatalities or incidents requiring the hospitalization of one or more employees), call 911 and request emergency medical response.

7.1.1 If qualified, administer first aid as necessary until help arrives.

7.1.2 Fatalities and injuries within this emergency category will be reported by telephone to the Safety Office during duty hours immediately after the emergency is under control. Provide the name of victim, when, how, and where the accident occurred. THIS DOES NOT ELIMINATE THE NEED FOR WRITTEN REPORTS.

7.2 Injuries Not Constituting a Serious Emergency but Requiring Physician's Care

7.2.1 These injuries and illnesses will be initially treated by a physician listed on the Medical Panel. An employee may choose to go a non-Medical Panel physician, but this may result in the employee paying for this initial visit.

7.2.2 Upon the notification that an employee has been injured or become ill on the job, the supervisor will ensure that:

7.2.2.1 First aid is administered if a person qualified to do so is available.

7.2.2.2 If treatment by a physician is required, the employee is furnished with the name of a physician on the Medical Panel and assisted in making an appointment, if requested. The Employee Benefits Office will provide assistance if required.
7.2.2.3 The injured employee is assisted in getting to the physician's office, if necessary.

7.2.3 If subsequent treatment is required and the employee prefers to be treated by his/her own family doctor or a referred specialist, the change must be approved in advance by the Employee Benefits Office and/or the Insurance Service Agency. THERE ARE NO PROVISIONS FOR SWITCHING PHYSICIANS WITHOUT THIS PRIOR APPROVAL.

7.3 First Aid Treatment in the Field or at Worksite

Superficial injuries such as minor cuts, bruises, small punctures, scratches, etc., should be treated in the field or at the worksite when an employee qualified to administer first aid is present and a first aid kit is available. Such injuries will be made a matter of record by the employee completing a First Report of Injury form and submitting it to the worksite supervisor.

7.4 Establishing an Industrial Claim

It is not necessary to have a physician treat an injury in order to validate an industrial injury claim. A minor injury such as a small cut, puncture, scratch, or bruise should be treated in the field by someone qualified to administer first aid from a kit. As long as the injury is reported to the supervisor and recorded, the employee will be fully covered for medical treatment later if the need should arise.