# On the Job Injury Policy

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| **Policy Number** | 300.26.02 | **Custodian** | Human Resources |
| **Approved Date** | 7/10/2024 | | |
| **Effective Date** | 7/10/2024 | **Review Date** | Nov. 2020 |
| **References:** White Earth Reservation Workers' Compensation Plan, Post-Accident Drug Testing Policy, Telework Policy | | | |

1. **Purpose**

   To create a clear process for employees when there is an injury on the job.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. Employee on the job injuries and accidents are properly reported.

4. **Definitions**

   4.1. Work Accident. A "discrete occurrence in the course of work" leading to physical or mental occupational injury. Includes accidents occurring while engaged in normal job duties, regardless of the location.

   4.2. In the Course of Work. Includes work-related accidents happening off the company's premises and can include accidents caused by third parties.

   4.3. Physical or Mental Harm. Any injury, disease, or death.

   4.4. Occupational Accidents. differ from occupational diseases as accidents are unexpected and unplanned occurrences, while occupational diseases are "contracted as a result of an exposure over a period of time to risk factors arising from work activity".

   4.5. Worker's Compensation Plan. To provide compensation and medical benefits for employees who sustain work related injuries during approved hours while performing required duties.

5. **Procedures**

   Reporting an Injury

5.1. Any employee injured during work must report the injury to their supervisor (or designee) within 8-hours and complete the injury report form.

5.2. If the immediate supervisor is not available, the employee reports the injury to the next person in the chain of command.

5.3. The supervisor who received the report contacts the White Earth Drug Testing Division at 218-935-2143, as any employee injured on the job is required to submit to drug testing within 8 hours of an injury.

5.4. The supervisor or cabinet member who received the report will complete the supervisor's report of accident and promptly send it to the human resource department.

5.5. Any employee who witnesses an on-the-job incident resulting in an accident or injury must assist in the investigation.

5.6. WETCC employees are covered under the White Earth Reservation workers' compensation plan.

5.7. The HR department will consult the White Earth HR liaison to determine if the injury should result in a workers' compensation claim.

Compensation for Loss Due to Injury

5.8. Any compensation for loss of time due to an injury occurring while performing the normal duties of the job will be determined by the White Earth Reservation workers compensation plan.

**Revision History**

| Rev. Date | Rev. No. | Revision |
|---|---|---|
| 7/10/2024 | 1. | Housekeeping; New Format; Custodian Change |
| 11/17/2020 | 2. | Original |