Worker's Compensation Policy

Policy Number	300.43.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: 300.26 On the Job Injury Policy, Post Accident Drug Testing Policy			

1. **Purpose**

   To provide compensation and medical benefits for employees who sustain work related injuries during approved hours of work while performing required duties.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. The college uses a uniform process for employees who suffer work accidents.

4. **Definitions**

   4.1. Work Accident. A workplace accident, occupational accident, or accident at work is a "discrete occurrence in the course of work" leading to physical or mental occupational injury.

   4.2. Course of Work. 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.

5. **Procedures**

   5.1. All employees must report any injury, no matter how slight, to his/her supervisor within eight (8) hours.

   5.2. If the immediate supervisor is unavailable, the employee reports the injury to the next person in charge.

   5.3. The employee's supervisor must promptly report the claim to the White Earth RBC human resource liaison.

   5.4. If an employee does not report the injury within 8 hours, the claim may not be paid.

5.5. In the event the employee's injuries require emergency care the post accident testing will be done on the employee’s return to property.

5.6. The employee's supervisor will then contact the White Earth Drug Testing Division (218) 935-2143.

5.7. The supervisor fills out drug testing forms and the report of the accident.

5.8. The employee fills out drug testing forms and the injury incident report.

5.9. The supervisor emails the report of accident and the injury incident report to the RBC HR liaison.

5.10. Once all the forms are emailed to the RBC HR liaison. The RBC HR liaison will investigate the incident.

5.11. The supervisor notifies the HR department of the employment action resulting in reclassification, suspension or a leave of absence. The HR department will process this PAF.

5.12. Upon the investigation's completion, it will be decided whether the claim will be paid in-house or sent to Berkley Risk Administrators. There is a 5-day waiting period for all claims.

Revision History

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