Industrial Injury - Supervisor Guidelines

Summary

This procedure is for reporting Industrial Injuries that arise out of and during the course of an employee’s employment with MCCCD. The verbiage - Industrial Injury(ies) - include, but may not be limited to: accidents, injuries, illnesses, exposure to harmful materials, and diseases.

The following describes the steps necessary to report an Industrial Injury for all employees covered under a policy manual as well as student workers, adjunct faculty, temporary employees and official volunteers. This includes submitting the Supervisor Report of Industrial Injury, and time and labor reporting.

The supervisor is responsible for the following procedure.

Note: This procedure excludes student injuries. Contact Public Safety for the student injury procedure.

Procedure Trigger

This procedure begins when an employee reports an injury to his/her supervisor. If the supervisor is not on site, the employee should contact the next Supervisor or Lead in line. If there is not a Lead in charge the employee should inform a co-worker that is nearby to assist them with the call to TriageNow. It is still the responsibility of the employee to notify the supervisor of any work related injuries. (Only as a last resort, the employee will contact Public Safety and they will call TriageNow together).

Step One

Employee reports an injury to Supervisor

If the injury is NOT life threatening, proceed with the following:

(Always Dial 911 for life threatening injuries)

- Supervisor and Injured Employee call the TriageNow Hotline#

(1-844-332-5221)

Step Two

Have ready...(Paper and Pen)

- Incident Details
  - Injured Employee demographics
  - Employer name & address
  - Injury location
  - Supervisor Name & phone #
  - Date/time injury was reported to Supervisor
  - Names of Witnesses
Step Three

Intake Coordinator or RN will gather pertinent information and then guide the Injured Employee to appropriate care.

- During the call Supervisor allows the injured employee privacy.
- Employee will then be triaged by the nurse. The incident will be recorded.
- If medical treatment is needed, a facility referral will be made at this time.
- TriageNow immediately notifies the Medical Facility if the injured employee is arriving and sends incident reports to District Risk Management.

**Medical Treatment:** If the employee chooses to seek medical treatment on his/her own, the employee has a choice of three medical centers: Concentra, U.S. Health Works or FastMed. Although the employee will receive medical attention with or without an authorization form, it is advisable that an authorization form be presented when seeking medical treatment.

See treatment authorization forms located in the appendices of this document.

**Medical Treatment Centers location search:**

- [Concentra Location Search](#)
- [U.S. Healthworks Location Search](#)
- [FastMed Location Search](#)

**Note:** Centers with this sign do not accept industrial injury cases.

Center nearest to MCC Southern & Dobson Campus:
Concentra: 1710 W. Southern
Mesa, AZ 85202
Phone: 480.644.7900
Hours: Mon – Fri 8am to 6pm; Sat 8am to noon
(North side of Southern between Dobson & Longmore)

Center nearest to MCC Red Mountain Campus:
Concentra: 1959 S. Val Vista Road
Mesa, AZ 85204
Phone: 480.545.1398
Hours: Mon – Fri 8am to 5pm
(Northeast corner of Val Vista & Baseline)
### Step Four

**Complete “Supervisor’s Report of Industrial Injury”.**

The supervisor is still responsible for completing the ‘Supervisor’s Report of Industrial Injury’ located in the [HR Toolbox](#) under Supervisor Tools. This report must be completed in its entirety.

**Note:** The Supervisor’s Report of Industrial Injury must be completed even if the employee does not seek medical treatment.

### Step Five

**Submit “Supervisor’s Report of Industrial Injury” to MCC Human Resources within 24 hours of injury.**

Supervisor submits report and any supporting documents to Human Resources at MCC within 24 hours of injury.

### Step Six

**Time and Labor reporting:**

**Timecard/Temporary Employees:** On the date of injury the IND code should only be noted in the comments section of the timesheet to document Industrial Injury. No time is to be lost on the Date of Injury. If the physician does not release the employee back to work the following business day a temporary employee will not be eligible for Industrial pay until the 8th day after missing more than seven days of work. If temporary total disability extends beyond the 14th day, the employee will receive such compensation retroactive to the day After the date of injury. (see Policy A-10 – Workers’ Compensation, regarding the employee’s eligibility for compensation from MCCCD)

Please contact the Human Resources department if you have questions regarding timecard/temporary employees and Industrial Injury claims.

**Board Approved Employees:** On the date of injury IND should only be noted in the comments section to document Industrial Injury. No time is to be recorded or lost on the Date of Injury. If the physician does not release the employee back to work the next business day the IND code should be used. The IND code tracks attendance only and will not deduct from the employee’s leave accruals. (see Policy A-10 – Workers’ Compensation, regarding the employee’s eligibility for compensation from MCCCD)

A medical “no work” release must to be submitted to the supervisor in order for any subsequent time off to be coded IND.

**Note:** If time is missed due to doctor’s appointments including physical therapy during normal work hours after the employee has been released to duty, the ISC code must be used to indicate the reason for the absence. ISC will not deduct from the employees sick accruals and should be used for industrial injury related appointments only.
**Step Seven**

**Physician’s release to return to duty**

Upon return to work, the employee must provide supervisor with a physician’s release of return to full duty. If the employee is released to light or modified duty, the medical release must indicate physical limitations and approval for return to work must be granted by the employee’s immediate supervisor. If work restrictions/modified work duties cannot be met, supervisor must contact MCC Human Resources.

*District policy is to accommodate all light duty restrictions.*

**Step Eight**

Submit “physician’s release to return to duty” to MCC Human Resources.

Supervisor must submit “physician’s release to return to duty” and any supporting documents to the Human Resources representative at MCC.

**Procedure End**

The procedure ends when:

- “Supervisor’s Report of Industrial Injury” has been completed and submitted to MCC’s Human Resources;
- No time is to be recorded or lost on the Date of Injury.
- IND time has been properly recorded in Time and Labor (The IND code is recorded the next business day after the date of injury). A medical “no work” release must to be submitted to the supervisor in order for any subsequent time off to be coded IND.
- Physician’s release of return to duty is submitted to MCC’s Human Resources. Any doctor visits for therapy or follow up should be recorded as ISC only for the appointment and travel time.
- Human Resources will proceed with their review process and submit Supervisor’s Report, physician’s release of return to duty and any other related documents to District Risk Management.

**Terms and Definitions**

**Abbreviation:**

- IND: Industrial
- ISC: Industrial Sick Appt

**Term:** Industrial Injury(ies) - include, but may not be limited to: accidents, injuries, illnesses, exposure to harmful materials, and diseases.

**Related Procedures**


**Appendices**

**Supervisor’s Report of Industrial Injury:**

- MCC HR Toolbox / Supervisor Tools:

**Treatment Authorization forms:**

- Concentra Location Search
- U.S. Healthworks Location Search
- FastMed Location Search