



WORK RELATED INJURIES

Directive 4 - 116

Date of Issue: July 2013 Amends/Cancel: G.O. 11-05

I. PURPOSE

The purpose of this Directive is to establish policy and procedures to ensure the timely, accurate and consistent reporting of work related injuries.

II. POLICY

- A. It is the policy of the State of Maryland to provide for the prompt, efficient, and uniform processing of work-related employee injury complaints.
- B. It is the policy of the State to provide employees who suffer work-related injuries with accident leave to cover periods of absence from the job due to such injuries.
- C. This Directive applies to all members of the Department of General Services Maryland Capitol Police (DGS-MCP), with the exception of temporary employees.

III. DEFINITIONS

- A. Accident Leave – Leave provided to an employee who has sustained a work-related disabling personal injury which would be compensable under the Maryland's Workers Compensation Act.
- B. Payment – Equals two-thirds of the employee's regular pay which may be excluded from federal adjusted gross income and therefore is not subject to either federal or State income tax.

IV. PROCEDURES

- A. Secure emergency medical care if necessary.
- B. If injury is not serious refer the employee to Concentra. (Attachment 1)
- C. Investigate accident and generate Computer Assisted Dispatch (CAD) report.
 - 1. Take pictures of employees' injuries.
 - 2. Take pictures of area where injury occurred including any contributing circumstances.
 - 3. The investigating officer shall immediately determine if there were witnesses to the accident and if so, obtain the names, addresses, and telephone numbers of the witnesses.
- D. When a work-related injury occurs, the injured employee, or an individual acting on the employee's behalf, shall provide oral or written notice of the accident to the employee's immediate supervisor immediately after the accident occurs.

- E. DGS-MCP will immediately report the injury to the Injured Worker's Insurance Fund (IWIF) at 1-888-410-1400. DGS-MCP Policy #906002
- F. The employee or an individual acting on the employee's behalf, and the employee's supervisor, shall complete a First Report of Injury, and provide this report and any available health care provider reports to DGS-MCP headquarters.
- G. DGS-MCP headquarters will create a case file for every new incident. The original First Report of Injury, a copy of the CAD report, and all subsequent health care information will be maintained in this file.
- H. A copy of all information placed in the case file will be placed/forwarded to the following:
 - 1. Employee's working file
 - 2. DGS Personnel
- I. A copy of the CAD report and First Report of Injury will be forwarded to the Detachment's Fire and Safety Officer (they will not need further medical documentation).
- J. Supervisors will remain in constant contact with injured employee(s) to determine length of absence, ability to work regular or modified duty, and to ascertain any change in medical status.
- K. Supervisors may not authorize the use of accident leave on an employee's timesheet, no matter how little time is used nor how legitimate the injury may seem.
- L. Accident Leave can only be authorized by the appropriate claims adjuster at IWIF.
- M. Supervisors will remain in constant contact with DGS-MCP headquarters in reference to the status of all injured employees. In addition, all medical documentation or relevant paper work will be forwarded to DGS-MCP headquarters as soon as possible.
- N. DGS-MCP Headquarters will coordinate efforts with personnel in matters of IWIF, accident leave, sick leave, etc.
- O. If and when IWIF authorizes accident leave, DGS Personnel will notify DGS-MCP headquarters who in turn will notify the employee's supervisor.
- P. Only after notification from DGS-MCP headquarters will a supervisor code an employee's timesheet "accident leave" (Code 39).

ATTACHMENT 1

Concentra Locations

Baltimore
100 S. Charles Street
Suite 150
Baltimore, MD 21201
Phone: (410) 752-3010

Arbutus
1419 Knecht Avenue
Baltimore, MD 21227
Phone: (410) 247-9595

Jessup
7377 Washington Blvd.
Suite 101
Elkridge, MD 21075
Phone: (410) 379-3051

Columbia
6656 Dobbin Road
Columbia, MD 21045
Phone: (410) 381-1330

Glen Burnie/BWI Airport
811 Cromwell Park Drive
Suite 104,105
Glen Burnie, MD 21061
Phone: (410) 553-0110

Rosedale/Essex
8101 Pulaski Highway
Suite H
Baltimore, MD 21237
Phone: (410) 678-6462