

WORKERS' COMPENSATION RESPONSIBILITIES 4.07

I. POLICY

Risk Management is responsible for the administration of Allied Services self insured workers' compensation program.

II. PROCEDURE

This comprehensive program includes the following:

- A. Establishing three points (medical provider, health and safety nurse and claim adjuster) of initial contact with injured worker. Risk management will prepare an Employer's Report of Occupational Injury and file claims with the Commonwealth of PA. and third party administrator (TPA) within five (5) days of incident or first treatment.
- B. Providing medical case management and vocational placement services for injured employees.
- C. Handling initial claims investigations and works with TPA assessing compensability.
- D. Compiling and processing monthly employee accident statistics. Reporting monthly employee accident statistics to divisional safety committees and the Employee Health & Safety committee. Maintaining all documentation on injuries and records and meets the OSHA record keeping requirement.
- E. Completing Statement of Wages forms and forwarding them to self-insured carrier and confidential paperwork for Human Resources regarding employee status.
- F. Communicating with workman's compensation legal counsel regarding compensation issues. Holding quarterly meetings with legal counsel and claims adjuster to discuss litigation claims and case management. Negotiating settlements of litigated claims.
- G. In-servicing all new employees regarding accident reporting procedures.
- H. Maintaining an active role in ergonomic training and education.