

Employee Workplace Injury Reporting Guidelines and Procedure

A “workplace” injury shall be defined as an injury by an accident arising out of and in the course of employment, and shall not include a disease in any form, except for an occupational disease or where it results naturally and unavoidably from the accident. The injury should occur when the employee is engaged in or about the premises where their services are being performed or where their service requires their presence as a part of service at the time of the incident and during hours of service as workers.

What should an employee do when they have a “workplace” injury?

1. Report the work place injury to your supervisor immediately.
2. If life threatening, Call 911– otherwise;
3. Supervisor should call Risk Management. Risk Management will send Authorization for Treatment to the Occupational Health Clinic.
4. If before/after hours, weekends or holidays, call the 24/7 Work Injury Line at 877.414.3781. You should identify yourself as a Jefferson County Commission employee. Give information on your injury. Provide your supervisor’s name and contact information.
5. Follow instructions given to you.
6. Submit to a drug and alcohol screening at the appropriate facility with a Supervisor or designee.
7. Complete the Employee Incident/Injury Report.
8. Submit the Employee Incident/Injury Report to your supervisor same day or within 24 hours of the incident. Supervisor should forward the Report to Risk Management within 24 hours of receipt.

What is expected of the employee after a “workplace” injury?

1. After the initial treatment, the employee should provide the supervisor with a work status form/return to work form given to them by the treating facility.
2. If the employee is released to work with restrictions, the employee is expected to comply with the restrictions and/or treatment plan given by the authorized treating physician. **NOTE: Your primary care physician is NOT an authorized treating physician for an on-the-job injury and Workers’ Compensation will not honor work status forms and bills from non-authorized physicians.**
3. The employee should ask the supervisor, if their department will be able to accommodate restrictions and provide a restricted duty assignment.
4. The employee should be sure to keep any and all appointments with the authorized physician and/or physical therapy visits. It is the responsibility of the employee to provide documentation to his/her supervisor in the form of a work status form/return to work form documenting said visit with authorized treating physician in order for their time to be coded correctly by the payroll coordinator.
5. If the treating physician authorizes the employee to be off work, the employee should notify his/her supervisor and complete Injury with Pay (IWP) paperwork within in twenty-four hours of being removed from work. (For more information on IWP, please see Injury With Pay Information Sheet).

APPROPRIATE FACILITIES FOR DRUG SCREENING AND INITIAL MEDICAL TREATMENT:

1. Drug Screens & Initial Medical Treatment:

Alabama Comp, 114 Wildwood Parkway Birmingham, AL 35209, Phone: (205)876-2667

Middle Creek Medical Center, 4810 Bell Hill Road Bessemer, AL 35022,
Phone: (205)477-3737

St. Vincent’s Occupational Health Clinic 2, One Lakeshore Drive, Suite 301, Lakewood Medical Building, Homewood, AL 35209, Phone: (205) 930-2910

2. After Hours/Holidays/Weekends and Preferred Emergency Department:

UAB Highlands-ER, 1201 11th Ave South, Birmingham, AL 35205, Phone: 205.930-8280