

1.425 ACCIDENT LEAVE MANAGEMENT

(22.2.4)

- A. The **USM 224.0 VII-7.40 Policy on Accident Leave for Exempt and Nonexempt Employees** and **TU 7-07.40 Accident Leave** provides basic, controlling directives for the university's and agency's management of accident leave for applicable on-duty related injuries and illnesses.
- B. The Labor and Employment (LE) Article, Title 9, *et. seq.*, establishes employees' coverage under the Worker's Compensation Law of Maryland. All employees injured in the line of duty have the right to file claims with the Workers' Compensation Commission.

1.425.02 Immediate Care

- A. Employees will immediately report duty related illnesses or injuries to a supervisor or commander.
- B. When incidents occur, the first consideration is the immediate care of the employee.
 1. Employees with minor injuries may receive in-house first aid treatment using agency provided first aid supplies.
 2. Employees trained and certified in first aid, First Responder, EMT, etc., may provide appropriate first aid treatment to employees.
 3. Employees who have minor injuries that require the attention of certified, primary health care providers will be transported by agency vehicle to the university's contractual medical services provider or other appropriate health care facilities.
 4. If injuries are serious and/or appear to be life threatening, assistance will be requested through the local EMS for transport to an appropriate health care facility.
 5. Supervisors who become aware of incidents involving serious physical injuries will:
 - a. Ensure immediate care is provided;
 - b. Ensure a commander, OHR, and EHS are notified;
 - c. If necessary, respond to and secure incident scenes; and
 - d. Begin investigations consistent with **1.425.06 Accident Investigation**.

1.425.04 Reporting & Investigating Injuries

- A. Injured employees, or agency appointed designees, will promptly or not later than 24 hours after becoming aware of incidents, complete and submit **Employee's Report of Injury/Occupational Illness** forms to their immediate supervisors.
- B. Immediate supervisors will review **Employee's Report of Injury / Occupational Illness**, complete **Supervisor's Report of Injury / Occupational Illness** forms, thoroughly investigate incidents, write departmental reports, and ensure all related documents are submitted within 24 hours to the commander responsible for the human resources function, hereafter "HR commander." In these reports, supervisors will:
 1. Identify any witnesses to incidents, request written statements as to how incidents occurred, and investigate causes of incidents;
 2. Agree with employees' versions of incidents if:
 - a. They witnessed incidents and agree with workers' statements;
 - b. They did not witness incidents, but witness statements and other facts and circumstances developed during investigations support involved workers' descriptions;
 3. Disagree with employees' versions of incidents if:
 - a. They witness incidents and do not agree with involved workers' descriptions, or if witness statements do not support involved workers' descriptions;
 - b. They did not witness incidents, but there are significant discrepancies between involved employees' versions and witnesses' versions or other facts and circumstances developed during investigations do not support involved workers' descriptions;
 4. Neither agree nor disagree if cause findings cannot be determined because there are no witnesses to incidents, involved employees are unable to provide information relating to incidents, or in-

vestigations fail to develop other facts and circumstances that would support or not support involved employees' descriptions;

5. Describe the causes that contributed to injuries / illnesses;
6. Describe any preventive actions that may be recommended;
7. Describe any actions taken by supervisors; and
8. Include any attachments, such as photos, diagrams, witness statements, etc.

1.425.08 Medical Management

- A. The HR commander is the agency's representative to OHR for accident leave management and Worker's Compensation matters.
- B. Time keepers will maintain records of all incident related lost days charged to accident leave and the amount of wages paid for those days.
- C. Involved employees will contact the HR commander at least once during each pay period or as otherwise specified by employees' health care providers or a commander, to provide updates on involved employees' conditions and projected return to work dates.
- D. Employees or others acting on behalf of involved employees will notify the HR commander if it is believed that involved employees are malingering, being over-treated, under-treated, or that additional medical opinions are warranted.
- E. Employees sustaining numerous injuries (accident prone) will be provided additional training in the safe conduct of their work activities.
- F. If patterns of injuries are identified, e.g., specific times of year, etc., the appropriate commander will initiate discussions with employees regarding the patterns.