

# EMPLOYEE PROCEDURES AND INFORMATION FOR ON THE JOB INJURIES

## *You have the right to a safe workplace!*

***You have the right to raise a safety concern with the Town or confidentially with OSHA directly, or report a work-related injury or illness without being retaliated against. You have the right to receive information and training on job hazards, including all hazardous substances in your workplace. You have the right to request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions, and OSHA will keep your name confidential. You have the right to file a complaint with OSHA within 30 days if you feel you have been retaliated against for using your rights. You have the right to see any citations issued to the Town of Collierville by OSHA and you can request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.***

>Employees must report all accidents, injuries, illnesses, or near misses while at work to their supervisor/department directors as soon as possible, but not later than two (2) hours after the occurrence to ensure that you receive immediate care if necessary.

>Your supervisor (or designee) must complete a First Report of Injury form AND the Employee's Choice of Physician form. You must choose a physician from the "Employees Choice of Physician" form, and sign/date indicating the physician that you have chosen no later than 24 hours after advising of the injury.

>If you are issued a prescription from one of the panel physicians, you must refer to the information in your workers compensation packet for OPTUM. You may use any pharmacy in that provider network (listed on the OPTUM instruction document) and give the pharmacy your name, social security number and date of injury. The pharmacy will keep the letter from your packet and you may return to that same pharmacy for any subsequent prescriptions or refills related to your injury, at no charge to you. DO NOT PRESENT YOUR HEALTH INSURANCE CARD FOR THIS PRESCRIPTION. IF YOU ARE UNABLE TO USE ONE OF THE PHARMACIES IN THE NETWORK, YOU MUST PAY FOR THE PRESCRIPTION IN FULL AND FILE FOR A REIMBURSEMENT FROM PUBLIC ENTITY PARTNERS.

>If your panel physician indicates that you need a specialist or physical therapy, you should have the doctor fax their order to H.R. at 901-457-2295, or you may bring the order to H.R. That order will be sent to Public Entity Partners and Public Entity Partners will assign a panel of specialists for you to choose from. Public Entity Partners will make all specialist appointments.

You will indicate (by separate form) your decision to use your personal leave totals for the periods of time that you do not receive workers compensation benefits. Some of the instances that you could use personal leave are as follows:

>The date of your injury, and the first 7 calendar days following your injury that are not compensable through Public Entity Partners.

>Personal leave can be used for the 33 1/3% that Public Entity Partners does not pay. Public Entity Partners only compensate an injured worker at 66 2/3 % of the employee salary. That will leave approximately 15 hours per week unpaid if you choose not to supplement with your personal leave totals.

>Any doctor appointments, physical therapy appointments, and out-patient testing appointments made and kept during work hours after you've been returned to work are not compensable through Public Entity Partners.

**Your time off work will run concurrently with FMLA, whether paid or unpaid.**

**ALSO REMEMBER.....You are prohibited from engaging in secondary employment while on light duty, or removed from duty. Personnel Policies and Procedures Manual, Chapter 14, Section 3, #5: "Approval for outside employment is revoked during an employee's disability or limited duty status". Strict adherence to this rule is required or you will be subject to disciplinary action.**

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