

Vermont Catholic Charities, Inc.  
Residential Care Homes Policies and Guidelines

<b>SUBJECT: Workers' Compensation Policy</b>	<b>Policy Number 00018</b>
	Section: Human Resources
	Sub-Section: Employee Relations
	Approved Date: March 1, 2010 Updated: October 1, 2017

**INTRODUCTION**

Vermont Catholic Charities, Inc. covers all employees under the provisions of the Workers' Compensation Act. This policy and procedure outlines the responsibilities and steps to be taken in a workers' compensation situation, which complies with all federal and state laws.

**POLICY**

All employees are informed of the benefit and the procedure of this policy during the new employee orientation program. The employee must report all injuries immediately to their supervisor even if medical attention is not necessary. The Workers' Compensation Act requires that the employee report all injuries within thirty (30) days after the date of injury.

When an accident results in injury to an employee while the employee is performing the duties of the position, the seriousness of the injury dictates the course of action to be taken. If the injury is of a serious nature, emergency help will be summoned by the immediate supervisor or the employee will be taken to the nearest medical facility. When emergency help is called, the immediate supervisor or their designee will be stationed to meet them and direct them to the location where they are needed.

When a routine, non-emergency type of injury occurs, the supervisor and Administrator will be notified. This enables the key personnel to complete a First Report of Injury or Illness form. The Organization may also provide a mode of transportation in the event the injured employee is unable to operate their own vehicle or have their own transportation.

All employees will be informed of the importance of reporting all accidents regardless of the seeming insignificance at the time.

**PROCEDURE**

1. Notify the Administrator or Supervisor or designated representative immediately after the incident.
2. The following is to be followed for the respective local offices:
  - In Vermont – the Administrator will notify the Office who will then notify Workers' Compensation Claims Center of the incident within **72 hours of the date of the accident** and provide the appropriate paperwork along with the necessary physician's information.
3. Upon receipt of legal inquiries of any type, it may be necessary, on occasion, to have available various documents and records for the formal court hearings. The following are a few examples, (not all inclusive) of occasions to cause legal inquiry:
  - Any suspicious circumstances;
  - When an employee returns to work following a lost time injury;
  - When an employee does not return to work as expected following a lost time injury;
  - When an employee resumes lost time after a return to work.
4. The injured employee will not:
  - Do anything after an injury occurs that would interfere with the workers' compensation carrier's right to recover from others;
  - Voluntarily make payments, assume obligations or incur expenses, outside of the proper procedure, except at the employee's own cost;

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- Delay accident reports while awaiting the doctor's report, the return to work, or while waiting to learn more about the accident or injured employee's earnings.
5. The employee is responsible for providing timely updates to the Administrator on medical status and possible date of return to work release.

*\*This policy replaces, revokes, and rescinds all former policies, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*