

# On the Job Injury Policy

---

<b>POLICY:</b> On the Job Injury			
<b>POLICY NUMBER:</b>	300.26	<b>CUSTODIAN:</b>	Special Projects Director
<b>APV'D DATE:</b>	11/17/2020		
<b>EFFECTIVE DATE:</b>	11/17/2020	<b>REVIEW DATE:</b>	July 2021
<b>REFERENCES:</b>	White Earth Reservation Workers' Compensation Plan, Post-Accident Drug Testing Policy, Telework Policy		

## Part 1. Policy Background and Purpose.

Any injury on the job must be reported as soon as practical in order to properly ensure any eligible employee benefits are made available.

## Part 2. Definitions.

A work accident, workplace accident, occupational accident, or accident at work is a "discrete occurrence in the course of work" leading to physical or mental occupational injury.

The phrase "in the course of work" can include work-related accidents happening off the company's premises and can include accidents caused by third parties. The definition of work accident includes accidents occurring while engaged in normal job duties, regardless of the location.

The phrase "physical or mental harm" means any injury, disease, or death.

Occupational accidents differ from occupational diseases as accidents are unexpected and unplanned occurrences, while occupational diseases are "contracted as a result of an exposure over a period of time to risk factors arising from work activity".

## Part 3. Responsibility.

All employees must report an injury, no matter how slight, to their supervisor within eight (8) hours. If the immediate supervisor is not available, the employee should report the injury to the next person in the chain of command or if that person is not available, to a Cabinet Member. The employee must also complete the Injury Report Form and turn it into their supervisor.

The employee's supervisor or their designee must promptly complete the Supervisor's Report of Injury form and submit it to the Human Resources Technician. The Supervisor should refer to the Post-Accident Drug Test Policy immediately.

The HR Technician must report the injury to the White Earth Reservation Risk Management office within 8 hours.

Any employee who witnesses an on-the-job incident resulting in an accident or injury is required to assist in the investigation of the incident.

#### **Part 4. Policy.**

##### **Subpart A. Reporting an Injury.**

The care of an employee is the most important factor in any injury. If necessary, any medical attention needed must be the first area of concern. If in doubt, seek medical attention.

Any employee who is injured while performing their work duties must report the injury to their supervisor (or designee) within 8-hours and complete the Injury Report Form.

The Supervisor (or Cabinet Member who received the report) will contact White Earth Drug Testing Division at 218-935-2143, as any employee injured on the job is required to submit to drug testing within 8 hours of an injury.

The Supervisor (or Cabinet Member who received the report) will complete the Supervisor's Report of Accident and promptly turn it into the HR Technician.

The WETCC and its employees are covered under the White Earth Reservation Workers' Compensation Plan. The purpose of the plan is to provide compensation and medical benefits for employees who sustain work related injuries during approved hours of work while performing required duties. The HR Technician will consult the White Earth HR Liaison to determine if the injury should result in a Workers' Compensation Claim.

##### **Subpart B. Compensation for Loss Due to Injury.**

Any compensation for loss of time due to an injury occurring while performing the normal duties of the job will be determined by the White Earth Reservation Workers Compensation Plan.