

Worker's Compensation Policy

POLICY: Worker's Compensation		CUSTODIAN:	Special Projects
POLICY NUMBER:	300.43		
APV'D DATE:	11/17/2020	REVIEW DATE:	11/2020
EFFECTIVE DATE:	11/17/2020		
REFERENCES: 300.26 On the Job Injury Policy, Post Accident Drug Testing Policy			

Part 1. Policy Background and Purpose.

White Earth Tribal and Community College (WETCC) and its employees are covered under a Worker 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.

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 an economic activity, or at work, or carrying on the business of the employer".

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 any injury, no matter how slight, to his/her supervisor within eight (8) hours. The employee's supervisor must promptly report the claim to the White Earth RBC HR Liaison. If an employee does not report the injury within the 8 hours, the claim may not be paid, unless of an unforeseeable circumstance.

Employees are encouraged to talk to the White Earth HR Liaison for specific details regarding the organization's Worker Compensation plan.

- All Injuries must be reported to the employee's immediate supervisor within 8 hours. If the immediate supervisor is unavailable, the employee must report the injury to the next person in charge in their department going up the chain of command, as necessary.
- In the event the employee's injuries require emergency care the Post Accident Testing will be done on the employee's return to property.
- If the Injury is not reported to the supervisor in 8 hours, the claim may be denied.
- The employee's supervisor will then contact the White Earth Drug Testing Division (218) 935-2143.

The Supervisor will fill out the following reports:

- Any forms the drug tester needs for testing.
- The Supervisors Report of Accident (which can be found on the White Earth SharePoint, under HR forms and in the Human Resource office

The employee will fill out the following:

- Any forms the drug tester needs for testing.
- The Injury Incident Report (which can be found on the White Earth website, under HR forms and in the Human Resource office or WETCC SharePoint.

The Supervisor's Report of Accident and the Injury Incident Report must be then **emailed** to the RBC HR Liaison.

Once all the forms are emailed to the RBC HR Liaison. The RBC HR Liaison will investigate the incident.

Upon the completion of the investigation it will be decided whether the claim will be paid In-house or will be sent to Berkley Risk Administrators. There is a 5-day waiting period for all claims.