

Work Comp Injury Reporting Guideline

If you are injured on duty, this document is here to help make sure that you follow the process correctly. Following the process as it is laid out will help to protect you should you have any problems. Following this process is your responsibility. You need to make sure that your supervisor helps and meets the required deadlines for their part. It is your responsibility to make sure that you thoroughly read all documents given to you to make sure that you meet all deadlines as well. You are your own advocate in this process, if you fail to take care of yourself, rest assured that Risk Management, and Work Comp will not. They represent the city not you.

If you injure yourself at work

1. Notify your supervisor immediately
2. Refer to:
 - a. City Sworn PPM- Policy and Procedure #21 Workers Compensation
 - b. Fire PPM- Policy #404 Reporting On Duty Injuries
3. Your supervisor must fill out the OHM Injury report within 48 hours of the injury. Not doing so leaves Risk Management the ability to deny your work comp claim.
4. Determine if injury needs immediate medical attention. If it does refer to Policy #404 Procedures. If the injury can wait Risk Management is to be contacted to obtain an appointment with an authorized physician. Your own physician will not be covered.
5. After your Work Comp medical appointment make sure that a claim is filed with Risk Management. At this time, you will receive your first documents.
6. After receiving documents contact the CSFD Human Resource Captain and take documents to them.

7. This next step is difficult, but extremely important, and should be done with the HR Captain. It can be done alone, however that is not suggested. The state encourages all on duty injuries to be reported to Colorado Department of Labor. Risk Management does not always do this, you cannot rely on them to do it. Reporting to the state does a couple of things. It puts oversight on the Risk Management office regarding how they handle claims. Also it creates a history of injury. Risk Management does not keep all reports of injury. Filing with the state will help to defend against that previous injury claims by work comp Dr. If there is a record of the previous injury.

DO THIS STEP!

1. Go on the internet to <http://www.colorado.gov/cdle>
2. On top bar click on **Workers Compensation**
3. Now click on **Employers**
4. Scroll down screen to **What you need to know**
5. Click on **Reporting Injuries**
 - a. Read this page, and then click on **Employer's First Report of Injury** (2nd paragraph). This is a detailed form that requires a fair amount of information. Directions are attached.

Form is pretty self-explanatory.

If you have questions or problems, please contact Local 5 1st VP, or 1st Trustee. Always use the HR Captain as a resource as well.