

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	413
		Original Date	03/19/1986
	Department: Personnel	Revised Date	01/09/2014
	Work Related Injury		

POLICY:

Following a work related injury an employee shall report the incident to their supervisor and complete a Montana Mental Health Nursing Care Center Injury Report form.

PROCEDURE:

1. Any employee injury must be documented by the employee by completing the Employee First Report section of the Injury Report form and transmitting this form to their supervisor within 24 hours of the incident (Attachment #1). If the employee completes the First Report immediately after the incident, but before receiving medical treatment, the supervisor should make a copy of the report before it is transmitted to the physician.
2. On receipt of the Injury Report, the supervisor will complete the Supervisor Report portion of the form. One copy will be retained by the supervisor. The second copy will be transmitted to the personnel assistant for appropriate processing and a third copy to the safety committee chairman.
3. An employee, visitor or volunteer will be provided emergency first aid. If the person needs to go for medical care, it shall be only with their consent and at their own expense.