

**Subject:** Employee Injury while on duty  
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## **POLICY**

Kaw Nation will make every attempt to provide a safe working environment and ensure there is a system in place to comply with applicable laws as well as provide support for employees sustaining a work related injury. In the event of an accident or injury related to the job, the injured employee could be covered by the Kaw Nation Occupational Injury Ordinance (Workers Compensation). The full cost of this Worker's Compensation program is borne by Kaw Nation. Benefits are provided in accordance with the Kaw Nation Occupational Injury Ordinance. It is the responsibility of the injured staff member to submit to the Workers Compensation Coordinator all doctors statements, releases, receipts, etc. immediately following the doctor's appointment. Should an employee become involved in a work related accident, he/she must immediately contact a Human Resources and fill out a Injury Report. It is imperative this report be complete and reaches the Workers Compensation Coordinator within 24 hours, or the next working day after the accident occurs for review. The employee is also required to submit to a mandatory drug screen. Failure to submit to this drug screen will be cause for disciplinary action up to an including termination of employment.

## **PROCEDURE**

Steps to be followed:

1. First aid and emergency medical attention as needed for injured employee.
2. Complete Injury Report Form.
3. Employee forwards report to Human Resources and Workers Compensation Coordinator.
4. Human Resources & Workers Compensation Coordinator review accident and make recommendations to the Chair to eliminate additional safety hazards as necessary.
5. Workers Compensation Coordinator reviews report, contacts Worker's Compensation insurance carrier and forwards report to insurance carrier.
6. Employee shall submit to a drug screen.
7. Employee returns to work only after obtaining release from physician.

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