



## Workplace Injury Training

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It is the policy of Communities of Care to provide a safe and healthy workplace for employees consistent with the requirements of the Occupational Safety and Health Act of 1970, the Minnesota OSHA requirements, and the Employee Right to Know Act of 1983. Safety and health must be part of everyday operations. Without question, it is every employee's responsibility at all levels to ensure that this happens.

### What to do when you are injured on the job

1. Assess your situation, make sure your client is safe, and take care of your medical needs.
  - Does your injury require attention, or can you still provide care to the client while still working i.e.bandage, ice pack (if available)?
2. If your injury requires immediate attention beyond what you can provide for yourself while still caring safely for your client, you will need to leave your shift to care for your injury:
  - If it is an emergency, call 911—tell them of your need and the client's need.
  - If it is not an emergency, provide first for your client's care. Call the other staff members to see if someone can come in. If no one is available, contact the responsible party. They will resume cares from you.
3. If your injury can wait until after your shift:
  - Contact the Communities of Care office at 651-482-0549, then seek medical attention as appropriate
  - You may go your own medical provider, or Communities of Care can assist the employee with a referral as well.
4. If your injury happened on the job, but you have only recently become aware of it, call the office immediately.

**ONCE YOU HAVE ASSESSED YOUR SITUATION, CALL THE OFFICE TO ALERT COC. A timely response to injuries is critical to employee safety and to ensuring an appropriate claims process. All injuries requiring treatment from a medical professional or resulting in missed time must be reported.**

### What happens next?

1. Once your injury is reported to the office, one of us will be in touch with you to discuss the situation. We will file a claim with our worker's compensation insurance company, and may need you to call the insurance company to complete the claim.

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### What if you cannot return to work?

If you are not able to provide safe care for your client due to your injury, or if working would exacerbate your injury, you may not work. Call the other nurses to see if someone can pick up your shift for you. If you have already been in touch with the office, COC will work with you to cover the shift, as appropriate.

**We are committed to accommodate any and all prescribed medical restrictions.**

### Frequently asked questions

1. My injury is minor. Do I really have to report it?
  - You must complete an incident report and call the office regarding any injury that results in treatment from a medical professional or in any time missed from work. Report the incident to the office as soon as possible.

### COC Policies regarding workplace injury

It is the policy of Communities of Care that ANY workplace injury requiring professional medical attention or that may cause an employee to miss work be immediately reported to the office.

All Employees are valuable to us. We want to make absolutely sure that every appropriate accommodation is made to minimize the effect of a workplace injury on the employee and COC.

We are committed to accommodate any and all medical restrictions the doctor may prescribe. A change of job description will be made to comply with the doctor's medical order in all circumstances.

We are committed to handling workplace injuries in a manner that is timely, confidential, and fair to the employee.

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