COLBY WORKERS’ COMPENSATION POLICY
CEHS-PL-S03
REVISION HISTORY

This policy is reviewed annually and revised when necessary by Environmental, Health, and Safety (EHS) Director or designee to reflect workplace policy changes or new laws and regulations applicable to Colby College.

<table>
<thead>
<tr>
<th>REVISION</th>
<th>DESCRIPTION OF CHANGE</th>
<th>REVISION EFFECTIVE DATE</th>
<th>REVISION COMPLETED BY: NAME / COMPANY</th>
<th>MANAGER APPROVAL / DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>• Initial program summary under the EHS Director</td>
<td>7/2019</td>
<td>Wade Behnke / Colby College</td>
<td>Mark Crosby</td>
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This program is maintained by the EHS Director. Please direct any concerns or comments to the Director.
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1.0 PURPOSE

1.1 The following Workers’ Compensation (WC) Policy summarizes Colby’s work related employee injury policies, compensation schedules, and return-to-work process following a work related injury. Colby’s WC Policy and return-to-work program complies with the State of Maine WC laws, and the processes established by the workers’ compensation insurance carrier.

2.0 RESPONSIBILITIES

2.1 Responsibilities for oversight and implementation of the policy are assigned below. Identified personnel may designate tasks assigned to them to other qualified employees, as appropriate.

2.2 Environmental, Health, and Safety (EHS) Director

2.2.1 Oversee the WC policy and coordinate all WC claims with the insurance carrier and the employees.

2.2.2 Schedule all medical appointments at Workplace Health.

2.2.3 Annual review and update this WC Program and applicable laws.

2.2.4 Maintain all WC related records per the College’s record retention policy.

2.3 Colby Supervisor

2.3.1 Immediately report all injuries of a supervised employee to the EHS Director or HR Department.

2.3.2 With 24 hours, complete the supervisors “First Report of Injury” (Appendix A) and provide a copy to the EHS Director.

2.3.3 Ensure and verify that employees with duty limits related to a workplace injury have suitable tasks within the medical providers prescribed limits.

2.4 Colby Employees

2.4.1 Immediately report all work related injuries to supervisor and complete the Employee Account of Injury (Appendix B). By law, WC claims are barred if not reported within 60 days of the date of injury.

2.4.2 Attend all scheduled medical appointments and provide all work restrictions listed by the medical provider to the supervisor.

2.4.3 Keep the supervisor apprised of their condition and any requested absence related to medical appointments or the injury.

2.4.4 Follow all work restrictions and limits while on the job and off.

3.0 INJURY REPORTING PROCESS

3.1 All injuries or medical treatments that occur as a direct result of duties performed while working for the College must be reported to the employee’s supervisor immediately. If the supervisor is not available, the injury must be reported to the next level up or the EHS Director.
3.2 The supervisor will assess the injury/illness. If it is an emergency, i.e., the employee is unconscious, bleeding uncontrollably, or is otherwise non-ambulatory, they will call the Security emergency line, extension 5911, and an ambulance will be summoned. Security will notify HR and EHS Director.

3.3 If not an emergency, the supervisor will complete the Colby Supervisor’s First Report of Injury, Appendix A and the employee will complete the Employee’s Report of Injury or Illness, Appendix B. The forms can be found Colby Human Resources website under Workplace Injury Reporting. If no treatment or first-aid only treatment is given, the completed forms are sent to the EHS Director and the process ends.

3.4 If the employee or the supervisor feel that medical attention beyond first-aid may be required, the supervisor will call the EHS Director and discuss the injury/illness. If it is agreed that a medical assessment is required, the EHS Director or Human Resources will contact Workplace Health (WPH) or Work Health (WH) and schedule an appointment. Only the EHS Director or members of Colby’s HR Department may schedule medical appointments with the providers.

3.5 At this point, the EHS Director will file a claim with the College’s workers’ compensation insurance carrier, Traveler’s Insurance Company. The claim will be assigned a claim number. Upon request, the employee will be given the claim number, which allows them access to Traveler’s “My Workers’ Compensation Information” website (http://www.mywcinfo.com/). The Traveler’s website provides information specific to their claim and general information about the workers’ compensation process.

3.6 An employee with delayed pain or discomfort that they believe is work related should contact their supervisor to initiate the same process (detailed in Sections 3.1-3.5). The EHS Director may schedule an appointment with a provider to confirm the severity of the work related claim. Colby College is responsible for the cost of the work related determination appointment at WPH regardless of the findings. By law, WC claims are barred if not reported within 60 days of the date of injury.

3.7 Employees have an independent right to seek medical treatment and to file a workers’ compensation claim even if the supervisor or EHS Director do not believe medical attention is required or the injury is compensable under the Workers’ Compensation Law.

4.0 RETURN TO WORK AND INJURY ACCOMMODATIONS

4.1 If the treating physician determines that the employee is able to return to work with no restrictions, the workers’ compensation process ends.

4.2 If the treating physician determines that the employee is able to return to work with duty restrictions, the EHS Director or designee, employee, and supervisor will discuss the restrictions and recovery timeline advised by the treating physician.
4.3 Colby College, supervision and the HR Department will make every effort to accommodate any reasonable physician prescribed restriction and will attempt to find suitable task within the restrictions.

4.4 All employees working on limited duty due to a work related injury will receive their full pay.

4.5 If the treating physician determines that the employee is unable to return to work, the EHS Director or designee, the employee, and their supervisor will discuss the recovery plan outlined by the treating physician and limits upon their return to work.

5.0 COMPENSATION SCHEDULE, COSTS, AND REIMBURSEMENT

5.1 Workers' Compensation laws ensure that reasonable medical costs incurred, including mileage to medical appointments, are paid by the employer or their workers’ compensation insurance carrier.

5.2 All lost wages are also compensable under the workers’ compensation laws per the following schedule:

5.2.1 If the employee is determined to be unable to return to work because of a compensable injury, and the employee loses wages, the employee is entitled to be paid 2/3 of their average weekly wage (as defined by the Workers’ Compensation Law) after a 7-day waiting period, during which time nothing will be paid.

5.2.2 If the employee chooses to do so, they may use sick and/or vacation time rather than WC time. Any sick or vacation time used will not count towards the 7-day waiting period. Once used, sick/vacation time cannot be paid back or exchanged for WC time.

5.2.3 From day 8 through day 14, the employee will be paid 2/3 of their average weekly wage for each day lost.

5.2.4 Any days lost beyond day 14, will continue to be paid at the 2/3 of average weekly wage rate and will also lead to the employee receiving 2/3 of average weekly wage pay for days 1 through 7.

5.3 Time taken away from work for medical appointments or other WC related absences does not count when adding up hours for overtime pay. For example, if an employee works 32 hours Monday through Thursday, then takes Friday to go to a medical appointment, 8 hours of work on Saturday would not be considered overtime.

5.4 Time taken for medical treatment or physician prescribe recovery the same day as the injury will be paid as regular wages. The College understands reasonable time for medical appointments related to a work related injury may need to be taken. A reasonable amount of time includes travel time to and from the appointment, as well as the amount of time actually spent in the medical provider's care.

5.5 The employee may use sick and/or vacation time for all additional or follow-up medical appointments during the 7-day waiting period. Any sick or vacation time used
5.6 The employee will submit any medical invoices to the EHS Director who will forward them to the workers' compensation insurance carrier for payment. With lost-time injuries, a representative from the insurance company will contact the employee for details about the injury/illness and answer any questions that they may have.

6.0 WORKERS' COMPENSATION RECORDS

6.1 The EHS Director is responsible for retaining all WC records in a secure, confidential manner.

6.2 Colby's timeline for recordkeeping under the WCP is as follows:

6.2.1 All Medical records such as M1 reports will be retained for the duration of employment plus a minimum of five (5) years.

6.2.2 Supervisor First Reports and employee accounts will be retained for the duration of employment plus a minimum of five (5) years.

6.2.3 All other records will be maintained at the discretion of the EHS Director.

6.3 Employees can request copies of the WC records anytime from the EHS Director.
Appendix A: Supervisors First Report of Injury
## SUPERVISOR'S FIRST REPORT OF INJURY

**NAME OF INJURED EMPLOYEE:**

**EMPLOYEE HOME PHONE:**

**SOCIAL SECURITY NO.:**

**ADDRESS:**

**DATE OF BIRTH:**

<table>
<thead>
<tr>
<th>DATE OF EMPLOYMENT</th>
<th>OCCUPATION</th>
<th>DEPARTMENT</th>
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**DATE AND TIME OF EMPLOYEE REPORT TO SUPERVISOR**

<table>
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<tr>
<th>DATE</th>
<th>TIME</th>
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**WAS REPORT TO SUPERVISOR OR FIRST AID DELAYED?** (IF YES, PLEASE EXPLAIN)

<table>
<thead>
<tr>
<th>DATE</th>
<th>AM</th>
<th>PM</th>
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**WAS EMPLOYEE PAID FOR ½ DAY OR MORE ON DAY OF INJURY?**

- [ ] YES
- [ ] NO

**DATE OF INJURY OR FIRST SYMPTOMS**

<table>
<thead>
<tr>
<th>HOUR</th>
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<tbody>
<tr>
<td>AM</td>
</tr>
<tr>
<td>PM</td>
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</table>

**TIME EMPLOYEE'S WORK DAY BEGAN**

- [ ] AM
- [ ] PM

**DATE AND TIME OF EMPLOYEE REPORT TO SUPERVISOR**

<table>
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<th>DATE</th>
<th>TIME</th>
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</table>

**DID EMPLOYEE LOSE ONE OR MORE DAYS OF WORK?**

- [ ] YES
- [ ] NO

**HAS EMPLOYEE RETURNED TO WORK?**

- [ ] YES
- [ ] NO

**IF YES, GIVE DATE:**

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOUR</th>
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<tbody>
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<td></td>
<td>AM</td>
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<td></td>
<td>PM</td>
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</tbody>
</table>

**NATURE AND EXTENT OF INJURY OR ILLNESS**

- [ ] MEDICAL ONLY
- [ ] HOME
- [ ] DOCTOR'S OFFICE
- [ ] HOSPITAL
- [ ] HEALTH CENTER
- [ ] OTHER

**INJURED SENT/WENT**

- [ ] LEFT
- [ ] RIGHT

**EYEWITNESS**

1. 
2. 
3. 

**EXACT LOCATION**

**PLACE WHERE INJURED (MOTOR VEHICLE, BUILDING, ETC.)**

**CAUSE (CHECK ALL THAT APPLY)**

- [ ] UNSAFE ACTS
- [ ] UNSAFE CONDITIONS

- [ ] OPERATING WITHOUT AUTHORITY
- [ ] OPERATION AT UNSAFE SPEEDS
- [ ] MAKING SAFETY DEVICES INOPERATIVE
- [ ] USING UNSAFE EQUIPMENT/ USING EQUIPMENT UNSAFELY
- [ ] UNSAFE LOADING, PLACING, MIXING
- [ ] TAKING UNSAFE POSITION
- [ ] WORKING OR MOVING OR DANGEROUS EQUIPMENT
- [ ] DISTRACTION, TEASING, HORSEPLAY
- [ ] FAILURE TO USE PERSONAL PROTECTIVE DEVICES
- [ ] INADEQUATELY GUARDED
- [ ] UNGUARDED
- [ ] UNGUARDED
- [ ] DEFECTIVE TOOLS, EQUIPMENT, OR SUBSTANCE
- [ ] UNSAFE DESIGN OR CONSTRUCTION
- [ ] HAZARDOUS ARRANGEMENTS
- [ ] UNSAFE ILLUMINATION
- [ ] UNSAFE VENTILATION
- [ ] UNSAFE CLOTHING
- [ ] OTHER

**BASED ON THE CAUSE(S) CHECKED ABOVE, INDICATE THE CORRECTIVE ACTION YOU ARE TAKING**

- [ ] STOP THE WORKER
- [ ] STUDY THE JOB
- [ ] RE-TRAIN
- [ ] FOLLOW-UP
- [ ] DISCIPLINE (INDICATE TYPE):

<table>
<thead>
<tr>
<th>ELIMINATE</th>
<th>GUARD</th>
<th>WARN</th>
<th>RECOMMEND TO: (CIRCLE)</th>
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<tbody>
<tr>
<td>OWN SUPERVISOR</td>
<td>DEPARTMENT HEAD</td>
<td>SAFETY COMMITTEE</td>
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</tbody>
</table>

**WHAT ARE YOU DOING TO PREVENT SIMILAR INJURIES?**

- [ ] FOLLOW UP

**ANY FURTHER RECOMMENDATIONS?**

- [ ] SIGNATURE

**SUPERVISOR (PLEASE PRINT)**

**DATE**

<table>
<thead>
<tr>
<th>DATE</th>
<th>WORK PHONE</th>
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**NOTE:** EMPLOYEE TO SUBMIT WRITTEN AND SIGNED EXPLANATION OF INJURY/INCIDENT ATTACHED TO THIS FORM

**SUBJECT TO SUBMITTED TO HR OFFICE WITHIN 24 HOURS FROM TIME OF INJURY**

**NOTE:** EMPLOYEE TO SUBMIT WRITTEN AND SIGNED EXPLANATION OF INJURY/INCIDENT ATTACHED TO THIS FORM
Appendix B: Employee Account of Injury
<table>
<thead>
<tr>
<th>NAME</th>
<th>HOME PHONE</th>
<th>SOCIAL SECURITY NO</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>DATE OF BIRTH</td>
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IN YOUR OWN WORDS PLEASE EXPLAIN THE DETAILS OF YOUR CURRENT INJURY OR ILLNESS. BE SURE TO INCLUDE DATES, TIMES, LOCATIONS AND TOOLS BEING USED, PARTS OF THE BODY AFFECTED, NAMES OF WITNESSES (IF ANY), WHETHER YOU HAVE BEEN INJURED LIKE THIS BEFORE, AND ANY OTHER INFORMATION YOU FEEL IS IMPORTANT.

I, _________________________, CERTIFY THAT THE ABOVE STATEMENT IS CORRECT TO THE BEST OF MY KNOWLEDGE.

<table>
<thead>
<tr>
<th>SIGNATURE</th>
<th>DATE</th>
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Appendix C: Supervisor Tips
Supervisor Tips is a newsletter produced by the HR, Safety and Risk Management areas to assist supervisors and administrative staff learn or reinforce valuable supervisory information. This particular newsletter will focus on Colby’s workers’ compensation (WC) policy.

Workers’ Compensation

All Colby College Supervisors should be familiar with Colby College’s workers compensation policy in order to correctly respond and manage injuries that may occur to employees that they supervise. The information below summarizes Colby’s policy:

♦ Any injury or illness that occurs as a direct result of an employees’ duties performed while working for the College must be documented and reported to the Environmental, Health & Safety (EHS) Director as soon as possible.

♦ As the supervisor, you will assess the injury/illness. If it is an emergency, you must first call the Security emergency line, extension 5911, to summon medical help.

♦ If it is not an emergency situation, the supervisor will complete the Colby “Supervisor’s Report of Injury” and the employee will complete the “Employee’s Report of Injury” forms which can be found in the Supervisor’s Toolkit section of the Colby Human Resources website. If no treatment beyond first aid is given, the completed forms are sent to the Safety office as record and the process ends.

♦ If you or the employee feels that medical attention beyond first-aid is required, call the Safety office and discuss the injury/illness with the EHS Director. If it is agreed that additional medical care is required, the EHS Director will contact Workplace Health (WPH) and schedule an appointment.

♦ At this point, the EHS Director will file the reports with the College’s workers’ compensation insurance carrier, Traveler’s Insurance Company. This starts the workers’ compensation claim covering the costs in the event the employee will miss time or require medical attention.

♦ If the treating physician at WPH determines that the employee is able to return to work with no restrictions, the process ends.

♦ If the treating physician at WPH determines that the employee is able to return to work with duty restrictions, the EHS Director, employee, and supervisor will meet to discuss the restrictions and recovery timeline advised by the treating physician.

♦ If the treating physician at WPH determines that the employee is unable to return to work, the EHS Director, the employee, and their supervisor will meet to discuss the recovery plan outlined by the treating physician. Studies have proven that it is very important to the employees well being to return to work as quickly as possible and every effort should be made to accommodate and encourage the employee’s to return to work.

♦ All medical costs are paid by Colby or Traveler’s Insurance. For any time missed by the employee for medical care or recovery, with the exception of the first appointment which is paid as normal wages, mark the employee’s timecard with a WC which is not paid. If your employee losses time, they may be entitled to wage repayment based on the total amount of time they have missed. The EHS Director and/or Travelers will assist if required. If the employee chooses to do so, they may use sick and/or vacation time rather than WC time, however, this may not be used to calculate wage repayment hours. Additional information may be reviewed in Colby College’s Workers’ Compensation Instructions.

♦ In addition, time taken away from work for medical appointments or other WC related absences does not count when adding up hours for overtime pay.

Please feel free to direct any workers’ compensation or safety related questions to the EHS Director at extension 5504 or e-mail: wade.behnke@colby.edu