

WORKERS' COMPENSATION ON-THE-JOB INJURY COMPLIANCE LIST

Community Bridges is committed to the health and safety of its employees and to promoting a working environment that is free of accidents, injuries, and work-related illnesses. Community Bridges develops and uses operations, procedures, technologies, and programs that promote health and safety in compliance with applicable state and federal laws.

Anytime an employee is injured at work, Community Bridges must be informed so that we may arrange for medical care and completion of the appropriate forms, and can determine whether any safety precautions need to be implemented to prevent future accidents.

If you are injured at work, you must:

1. Report your on-the-job injury to your supervisor immediately, and cooperate with your supervisor to fill out the *Notice of Accidental Injury or Occupational Disease* form (form is attached).
2. Complete and submit required documentation to the Human Resources Office **within 24 hours or one working day**. If you are unable to complete the form during this time frame due to your injury, please contact the HR Office immediately.
3. If you have any sort of pain, you must seek medical attention immediately after notifying your supervisor of the accident. **Concord Hospital Occupational Health** located at Horseshoe Pond in Concord, NH, is the preferred provider in the event of a work-related injury. Please see attachments for hours of operation and directions. If you need assistance in seeking medical attention, your supervisor and/or the HR Office will arrange for transportation.
4. Even if you are not experiencing pain and do not need medical treatment, you must still complete the required forms.
5. If you are hurt after regular medical office hours and go to an Emergency Room or Urgent Care, you must notify your supervisor and the HR Office of the emergency visit by 9:00 AM the following day.
6. Schedule medical appointments outside of work hours when possible, and notify your supervisor in advance if you will need to miss work to attend a medical appointment.
7. Attend all of your medical appointments. If you continuously miss scheduled follow-up visits, you may jeopardize your workers' compensation benefits.
8. Notify your supervisor and the HR Office of any work restrictions. To help you recover, Community Bridges will accommodate restrictions or modifications with temporary alternative duties whenever possible.
9. Communicate frequently with your supervisor and the HR Office about your status, and provide doctor's notes when requested. A fitness for duty certificate from your doctor may be required before you return to work or return to your regular job from temporary alternative duty.