



Policy and Procedure # 655

Employee Work Related Injuries

Approval: _____ Effective Date: 5/10/24

POLICY:

All employees are expected to do their jobs in a safe and careful manner, but accidents can still happen. EFI is committed to aiding our injured workers. If you become injured on the job and may need medical attention, we will be directly involved with assisting you in getting what you need from the moment of your injury or work related illness. A Director or other designated employee may transport you to the doctor or hospital; assist you in filing an L&I claim as needed and filling out the EFI injury forms; and be involved in the subsequent accident investigation to identify and eliminate any hazards. In the event of an L&I claim, we will maintain close contact with you, your health care provider and the Department of Labor & Industries until your claim is closed.

REFERENCE: RCW 51.28.010
RCW 51.36.010 through 020

PROCEDURE:

1. If you sustain an injury or work related illness that is severe or life-threatening, contact 911 first, then contact, or have a designated person contact HR or your supervisor or the AOC as soon as possible. For all other injuries, work related illnesses, falls and blunt force traumas (such as hitting your head); you will be required to follow these steps:
 - a. Immediately contact the Human Resources Director, your supervisor or the AOC. Follow all directions as supplied by the person contacted. EFI may require a release from a physician before you continue working.
 - b. When seeing a physician, provide them with their portion of the Injured Worker Packet (located at the main office or your worksite).
 - c. Request that the attending physician fill out and sign their portion of the packet and return it to HR.
 - d. Complete the employee injury report and turn in to your supervisor as soon as possible.
 - e. Participate in and cooperate with EFI's accident investigation when requested.
2. If your physician returns you to work with any type of restrictions you will need to meet with your supervisor to complete all necessary paperwork before returning to duty.
3. Injured employees or employee witnesses may be required to participate in an accident investigation conducted by members of EFI's Safety Committee or other designated administrators.
4. Employees experiencing on-the-job injuries may be required to undergo drug/alcohol testing.

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