



Outdated
Under Revision
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CITY OF NORTHAMPTON
MASSACHUSETTS
PERSONNEL DEPARTMENT

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PERSONNEL DEPARTMENT REGULATION

NUMBER

800-3

NOVEMBER 13, 1989

WORK RELATED INJURIES - POLICE AND FIRE PERSONNEL

1. Policy

It is the policy of the City to make provisions for the immediate medical attention for Police and Fire personnel covered by M.G.L. Chapter 41, Section 111F, who injure themselves on the job and to insure continuing compensation for those employees who are incapacitated for duty as a result of job related injuries.

2. General

This regulation sets forth procedures to be followed in cases of job related injuries and the reporting of such.

3. Responsibilities

Any employee covered by this regulation who injures himself/herself on the job must file a report in writing within 48 hours on the Department's approved form to the immediate supervisor, or the Officer In Charge, as the case may be. If the employee is physically unable to make such a report, he/she shall submit one as soon as physically able to do so; in the interim the Chief or his designee shall submit a report.

An injured employee requiring medical attention must be sent for treatment to the Emergency Room of the Cooley Dickinson Hospital with an Authorization for Medical Treatment Form. Injured employees must keep their supervisors informed of their medical status at all times.

The Supervisor who reviews and signs the injury report will be responsible for investigating the circumstances surrounding the incident and for making any appropriate recommendations.

Before being placed on "injury leave" a review of the employee's medical status will be made by the Chief and the Personnel Director (or their designees) to see if he/she can perform any duty listed in the job description. NO LIGHT DUTIES will be created to accommodate the employee unless provided for in a collective bargaining agreement.

Once an employee has been placed on 111F leave, he/she may be referred for a medical evaluation by a City-designated physician as the situation dictates to determine his/her fitness to return to full duty as provided by the statute.

An employee whose evaluation indicates that he/she is permanently disabled may apply for retirement or application for retirement may be made at the option of the City.

3. Procedure

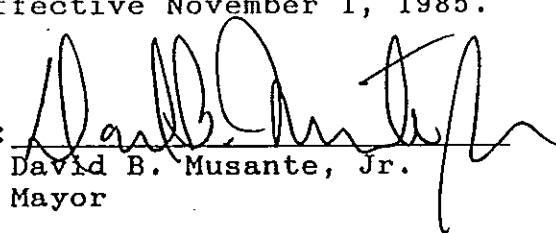
Officer In Charge (or designee), sends injured employee for medical treatment (ambulance, Cooley Dickinson Hospital Emergency Room, as the situation dictates) and completes Form W.C. #1 Authorization for Medical Treatment and W.C. #2 Record of Medical Visit. Both forms are to go with the employee or taken by the person accompanying the employee.

If the City is to indemnify for medical and/or prescription services, the employee must sign and submit W.C. #3 Medical Authorization Form and submit it with the copy of the Injury Report.

The W.C. #4 Form - Notification of Return to Work From Job Related Injury - is to be submitted on the day the employee returns to work provided he/she lost work time.

NOTE: This regulation cancels and supersedes Personnel Department Regulation Number 800-1 dated November 1, 1985, Work Related Injuries, and the Mayor's Executive Order: Designation of City Physician, effective November 1, 1985.

Approved:


David B. Musante, Jr.
Mayor


Roger G. Turgeon
Personnel Director

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