



ON-THE-JOB INJURY PROCEDURE (OJI-P001)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the process of reporting, treatment, and compensation of employees who are injured on the job while performing their assigned duties.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Safety and Health Director (SHD)

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Human Resources Officer (CHRO)

4.0 DEFINITIONS:

- 4.1 On-The-Job Injury (OJI): An injury sustained by an employee during the performance of their assigned duties. The OJI must be reported by the injured employee to the representative/ supervisor.
- 4.2 Safety and Health Associate/OJI Specialist: Individual assigned in HR Department who is responsible for managing the OJIs and direct activities concerning the handling of approved OJIs.
- 4.3 OJI Building Representative (Building Rep.): The individual at each site or department responsible for completing OJI report, gathering and processing any necessary data and forwarding required information to Safety and Health Department.
- 4.4 Safety and Health Specialist, Safety and Health Associate/OJI Specialist, Coordinated School Health and Employee Wellness Supervisor and: Individual(s) assigned in HR Department to act as the case manager for injured employees, attend OJI appointments, investigate OJI's, and to compile OJI Investigation Information.
- 4.5 OJI Claims Data (OJI Claims Data Report): A report to serve as a data gathering instrument.
- 4.6 The OJI Review Committee: Comprised of the CHRO or his/her designee, the Chief Operating Officer or his/her designee, and the Director of Middle Schools or his/her designee.
- 4.7 Licensed Medical Provider (LMP): any authorized person with an advanced degree that is licensed to prescribe or provide medical treatment. This includes one who has been trained in an accredited program and certified by an appropriate board to perform certain duties, including history taking, physical examination, diagnostic tests, treatment, and certain minor surgical procedures, all under the responsible supervision of a licensed physician - a physician's assistant or a nurse practitioner - a registered nurse with advanced education and clinical training within a specialty area.



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5.0 PROCEDURE:

- 5.1 Employee reports injury to immediate supervisor and OJI Building Representative immediately to complete OJI Statement. It is the responsibility of the injured employee to immediately notify the OJI Building Representative and Supervisor of the accident. In the event that neither the OJI Building Representative or the backup Building Representative are available, and medical attention is necessary, please contact the Safety and Health Department at Central Office immediately to obtain approval and assistance at a medical providers office. Refer to [OJI-F003](#).
- 5.2 If no medical treatment is needed, the Building Rep. forwards the form regarding the information provided by the injured employee to Safety and Health Associate/OJI Specialist and keeps copy on site.
 - 5.2.1 Copies are filed or placed in the employee's OJI Claim file (if claim is opened and medical treatment is required). The OJI claim meets cessation of benefits after thirty (30) consecutive days of inactivity starting the day after the date of injury. Refer to [OJI-PRO1](#).
- 5.3 If medical treatment is needed:
 - 5.3.1 If medical attention is required, the OJI Building Representative should contact the Safety and Health Department for approval and assistance at a medical provider's office.
 - 5.3.2 Safety and Health Department obtains injury information and completes, if deemed necessary, OJI Claims Data (Refer to OJI-F006) and authorizes initial treatment.
 - 5.3.3 The injured employee goes to one of the approved medical facilities with completed OJI Statement for their initial treatment. In some cases, employee is met at approved medical facility by Safety and Health Associate/OJI Specialist.
 - 5.3.4 Employee follows LMP's direction pertaining to restrictions they may have.
 - 5.3.5 A copy of any pertinent LMP's reports pertaining to an OJI Claim must be provided by employee to the Building Rep/Supervisor immediately following the visit to the LMP and are immediately forwarded to the Safety and Health Department. This may take place either written or verbally.
 - 5.3.6 Safety and Health Department must authorize all treatments, including and beyond, the initial treatment. Unauthorized treatments will not be compensable as part of an OJI.
 - 5.3.7 Any required physical therapy appointments are scheduled by the Safety and Health Department, unless further authorized. All physical therapy appointments will be scheduled outside of the employees work hours. If the Safety and Health Dept. authorizes the employee to scheduled physical therapy appointment and



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they are scheduled within the employees work hours, this will be deducted from the employees personal leave time.

5.4 An employee with an OJI claim that is found non-compensable may appeal the decision to the CMCSS OJI Review Committee, following the process set out in the OJI Program. Refer to [OJI-PRO1](#).

5.5 If the injured employee has restrictions:

5.5.1 The immediate supervisor and the Safety and Health Department determine if the restrictions can be accommodated at the site.

5.5.2 Employee must comply with modified duty assignments and adhere to the CMCSS Modified Duty Program Policy. Refer to OJI-A002.

5.5.3 Employment is terminated when restrictions are permanent and cannot be accommodated within the school system:

5.5.3.1 Terminated employee meets with Benefits Specialist to review his or her benefit options. Refer to [BEN-P024](#).

5.6 The Safety and Health Department reports the days the injured employee has been approved for OJI pay to the payroll office, if the employee is required to be off work due to doctor's orders. Pertinent information is forwarded to the payroll office. Safety and Health Department works with employee, employee's supervisor, and payroll department regarding details of days the employee is required to be off work due to a physician's order.

5.6.1 Injured employee may elect to supplement their pay with available sick or annual leave, if eligible.

5.7 Employee returns to work when the approved LMP provides a report to the Safety and Health Department stating the employee is ready to return to work on full or limited duty.

5.8 OJI Claim File is closed when Cessation of Benefits is met. Refer to [OJI-PRO1](#).

6.0 ASSOCIATED DOCUMENTS:

6.1 Modified Duty Program Policy [OJI-A002](#)

6.2 Employee Injury Statement [OJI-F003](#)

6.3 OJI Claims Data OJI-F006

6.4 OJI Program [OJI-PRO1](#), includes OJI Appeal

6.5 Employee Handbook [HUM-M001](#), includes CMCSS Adverse Employment Actions process



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6.6 Terminating Benefits of CMCSS Employees [BEN-P024](#)

7.0 RECORD RETENTION TABLE:

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|------------------------------------|-----------------------|-------------------------|---------------------------|--------------------------|
| OJI File with associated documents | HR/OJI | 10 Years | Shred | Secure Office/ Building |

8.0 REVISION HISTORY:

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|---------------------|--------------------|---|
| 12/12/05 | | Initial Release |
| 11/12/07 | A | Change 4.3, add 4.4, renumber, change form names and numbers throughout, revise and clarify steps under 5.3, update 6.0, 7.0 and flowchart |
| 1/22/09 | B | Update 4.6, add obtains injury information and if deemed necessary to 5.3.1, add be provided by employee to 5.3.4, add set out in the OJI Program to 5.5, add following the CMCSS Adverse Employment Actions process to 5.6.2.2, add 6.7 & 6.8, update flowchart |
| 6/11/09 | C | Change number from RSK-P002 to OJI-P001 |
| 3/3/11 | D | Changed wording from "Site" to "Building" throughout, Added School Nurse Supervisor to 4.3, Added 4.7-Definition of Doctor, Changed wording in 5.2.1, Removed "authorized for" and added "In most cases," to 5.3.2, Removed "This should be done written or verbally" from 5.3.4, Added "including" to 5.3.5, Clarification of employee appeal rights in 5.6.2.2, Clarification of closing of OJI file on 5.8.1, Remove OJI-F004 from associated documents. |
| 2/15/12 | E | Delete 4.3 and 5.3.1 "OJI Nurse Consultant or School Nurse Supervisor" and change to "Risk/Safety Department". Delete 4.7, 5.3.3, and 5.3.4 "Doctor" and change to "Licensed Medical Provider" Deleted 5.4."Further OJI Investigation involving collecting data is conducted and investigation report compiled, as deemed necessary". Delete 5.5.2 "Employee must comply with modified duty assignments and adhere to CMCSS Modified duty program" Delete 5.5.3.2 Employee has the right to appeal termination...." |
| 6/25/13 | F | 4.4 add nurse definition to include Nurse Manager or Registered Nurse; Delete all references to OJI-F005 OJI Log |
| 6/2/14 | G | 5.2 remove by the end of the month; 5.3.2 change most to some cases; update flow chart |
| 1/17/17 | H | Updated department information to reflect new name: Safety and Health Department. Updated flowchart. |



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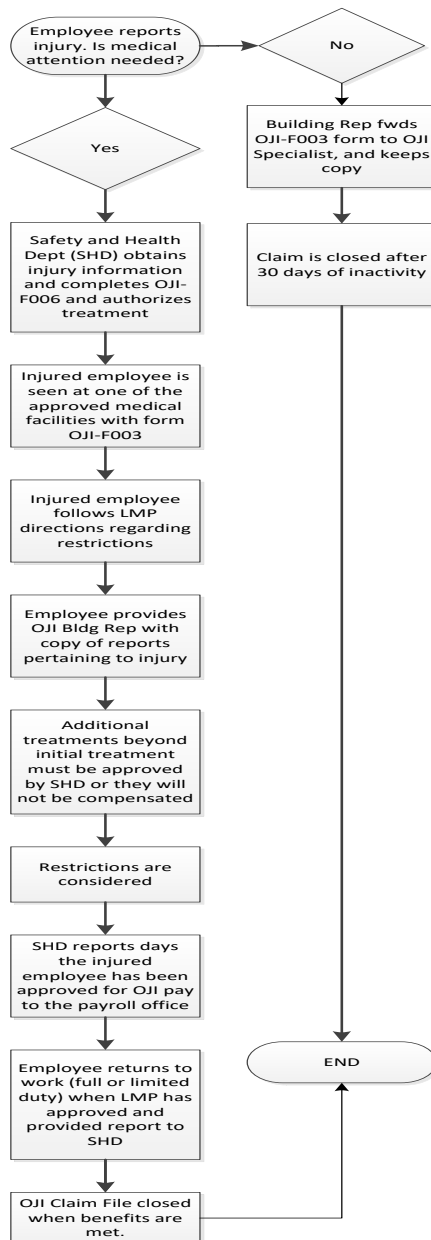
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|---------|---|--|
| 2/21/17 | I | Added information pertaining to employee responsibility and guidance on what to do when OJI Building Rep is unavailable. |
| 5/14/18 | J | Changed OJI Specialist to Safety and Health Associate throughout procedure. 4.4 changed manager to specialist. |
| 2/20/19 | K | Added physical therapy information and provided clarification throughout procedure. |
| 4/5/22 | L | Removed District RN and replaced with OJI Specialist throughout the document. |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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