



City of Pittsburgh
Operating Policies

Policy: Injury Reporting Policy	Original Date: 8/1/2008
	Revised Date: 10/30/2019

PURPOSE: To assure all employees are aware of 1) how to report an injury, 2) where seek appropriate medical care, 3) the appropriate forms to complete and 4) the workman's compensation benefits applicable to work related injuries.

POLICY STATEMENT: This policy describes the step-by-step procedures that are to be taken by supervisors to assure all employees get the care they need when injured and to collect the information necessary to thoroughly understand how the injury occurred. Every employee injury is tracked and included in statistics aimed at understanding where improvements can be made so as to prevent injuries. All of the procedural steps in this policy are pertinent to improving the safety of City of Pittsburgh employees and assuring each employee understands their rights.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

PROCEDURE – Departmental supervisor are responsible for following these procedures when an employee they supervise is injured. All completed forms are to be forwarded to the Department of Human Resources & Civil Service **Office of Risk Management** and disseminated in accordance with Department/ Bureau policies.

1) Assure employee receives immediate medical attention. This could involve basic first aid or necessitate a call to 911 for ambulatory care.

2) If an ambulance is not needed but additional medical care must be sought, the supervisor or a designated person will accompany the employee to the closest Concentra Medical Center (or to Mercy Emergency Department if injury occurred after business hours). Hours and locations are provided with the Workman's Compensation Forms (see the *City of Pittsburgh Workers' Compensation Health Care Provider Panel* for hours of operation). Post-injury drug and alcohol testing will be done in accordance with the City of Pittsburgh Drug-free Workplace Policy.

3) *For all injuries, despite their severity*, the supervisor is to instruct the injured employee to contact UPMC WorkPartners at 1-800-633-1197 to report injury claim. WorkPartners is available to answer any questions about Pennsylvania workers' compensation regulations and City of Pittsburgh procedures.

4) For all injuries, despite their severity, the supervisor is to provide the injured employee with two (2) workman's compensation forms.

1) **Workman's Compensation Information Form.** This document communicates PA Workers' Compensation Bureau, Chapter 121 Regulations.

2) **City of Pittsburgh Workers' Compensation Health Care Provider Panel.** This document describes the employee's workers compensation benefits and lists the medical providers that can be used by the injured employee. Note that there is one version specifically for Fire Bureau IAFF Local No.1 union members and another for all other City of Pittsburgh employees.

5) For all injuries, despite their severity, the supervisor instructs injured employee to complete **City of Pittsburgh Injury Report Form**. Copies are reviewed by supervisor and then disseminated accordingly.

6) If the injurious event involves the possible exposure to an infectious disease, the exposed employee is to complete the **City of Pittsburgh Report of Possible Infectious Disease Exposure Form**. Copies are reviewed by supervisor and then disseminated accordingly.

7) If the injury was a result of a **City of Pittsburgh motor Vehicle Accident Form 50**, must be completed and disseminated accordingly.

8) As soon as possible and within 72 hours of the injurious event, the supervisor is to speak with injured employee and witnesses so as to accurately complete the **City of Pittsburgh Injury Investigation Form**. Corrective actions, if necessary, will be addressed with appropriate responsible parties.

All forms are available from the Department of Human Resources & Civil Service on the 4th floor of the City-County Building. They can also be found on the City's internet website (<https://pittsburghpa.gov/humanresources/humanresources-policies/index.html>).