

POLICY

All on the job injuries are immediately reported and addressed according to policy and procedure by those involved.

PROCEDURE

All Poverello Center employees who experience or witness on-the-job injuries, regardless of severity, must report them to HR, the Manager/supervisor is responsible for complete the "illness/injury form" immediately. Law requires to report injuries/illnesses to the correspondent Commission within five (5) days of knowledge of an injury.

Staff must report an injury or illness to the supervisor immediately or as soon as practical, but no later than the conclusion of the staff member's shift. The supervisor will refer the injured staff member to entity Employee Health if medical attention is needed. For urgent/life-threatening injuries staff are to use the TPC. Medical attention needed outside the normal operating hours of entity Employee Health (7:30 a.m. - 4:30 p.m. M-F) should be obtained from TPC Urgent Care or the appropriate Emergency Department.

Within the first 24 hours of the illness/injury the supervisor must complete a Report of Occupational Injury (TPC Form A-016). This report should be completed, a copy will be kept in the Staff or volunteer file. Medical personnel will complete section three (3) of Form A-016. If for some reason the A-016 does not accompany the injured staff member to the medical facility, the completed form must be forwarded to entity Employee Health. If a treating physician sends the staff/volunteer home, the staff/volunteer must notify and provide written documentation to the supervisor. The doctor's statement must explain the absence. Prior to the staff/volunteer returning to work, must be cleared in written by his/her doctor.

Approvals:

Signature: _____ Date: _____

Tania Taveras, MBA HRM
Volunteer/HR Manager

Signature: _____ Date: 02/11/19

Thomas S. Pietrogallo, MSW/LCSW, MBA
Chief Executive Officer

BOD Approved Date: Pending

Date Established: 06.11.2019 Date Reviewed: N/A