

BOWDOIN COLLEGE

EMPLOYEE GUIDELINES for WORKPLACE ACCIDENT/INJURY

1. **Report the accident or incident to your supervisor immediately!** Supervisors will fill out a Supervisor's Report of Incident/Accident and forward it to Human Resources and the Manager of Environmental Health & Safety.
2. **Complete the Employee's Accident/Incident Statement** (www.bowdoin.edu/hr/workplace-safety).
3. If you seek medical care for an injury caused by your work at Bowdoin College, the College has the right to direct you to an occupational medical provider during the first 10 days. In most cases it may be beneficial for you to use designated providers since they are specialists in occupational injuries, are readily available for appointments, and are familiar with the unique challenges that occupational injuries may pose. We have found that they are more than willing to work with you, your supervisor, Human Resources personnel, and other specialists to facilitate your speedy recovery.
4. Injuries vary in severity and may require different levels of medical care. **Depending on the severity of your workplace injury, please seek the appropriate level of medical care:**
 - a. **FIRST AID ONLY** –minor cuts, scrapes, and bruises may be able to be handled using the departmental first aid kit. If you have any doubts, please contact your supervisor, Kristin Steinman (x3688) or Cindy Bessmer (x3911) about having your injury assessed by an occupational health provider.
 - b. **ADVANCED FIRST AID** – more serious cuts, sprains and strains should be reported to Kristin Steinman (x3688) or Cindy Bessmer (x3911) who will direct you immediately to OA Centers for Orthopaedics or Mid Coast Walk- In Clinic (Monday-Friday 8:00am-8:00pm, Saturday & Sunday 8:00am-4:00pm). If the accident happens after hours, please seek emergency care at Mid Coast Hospital. ** Please do not present your medical insurance card when seeking treatment for a workplace injury.
 - c. **SERIOUS/LIFE-THREATENING EMERGENCY** – for serious injury or illness (e.g., head trauma of any kind, chest pain, foreign body in eye, severe allergic reaction, severe bleeding, etc.), seek emergency care at Mid Coast Hospital. An ambulance may be requested by calling Security at x3500. ** Please do not present your medical insurance card when seeking treatment for a workplace injury.
 - d. **If you wish to see your personal doctor for an injury sustained in the workplace, you must contact Kristin Steinman (x3688) or Cindy Bessmer (x3911) BEFORE DOING SO.** ** Please do not present your medical insurance card when seeking treatment for a workplace injury.
5. After seeking medical care, please deliver copies of any doctor's notes, M-1 forms, etc. to Human Resources staff who will contact your supervisor to relay important information about restrictions, appointments, etc.
6. **If a physician puts you out of work due to a workplace injury, notify Human Resources as soon as possible.** Human Resources will complete a "First Report of Injury" form that serves as a claim form for the workers' compensation insurance process. Human Resources fills out this form as completely and accurately as possible and when you, the injured employee, receive your copy, please check it over carefully to avoid questions at a later date regarding the date of injury, cause, etc.
7. **If you lose time from work (a full day or more), you must have a doctor's release to return to work!**

Please note: The *first seven days you are out of work, you must use accumulated sick or vacation time. If your incapacity continues, you may receive benefit payments from day 8 through day 14. If you are incapacitated more than 14 days, then compensation may be paid from day 1.* Wages are covered **at 66% of your after tax average weekly wage** (which works out to be less than your regular pay if you were able to return to work, even in a limited capacity). This is the reason why Bowdoin College is trying hard to return you to work or find accommodative or modified duty. While you are receiving workers' compensation lost time benefits, you do not accrue and cannot use sick, vacation, and/or holiday benefit time, and 401(a) contributions are not made.
8. **When you return to work, if you have any restrictions or limitations, you must also have a doctor's note or M-1 form listing the restrictions and the dates they apply. You must give a copy of these restrictions to Human Resources. HR will share them with your supervisor** who will then accommodate these restrictions and monitor that your work is not causing discomfort, or impeding your recovery. If you are directed to perform a task that exceeds your restrictions, please discuss it with your supervisor and/or Kristin Steinman (x3688) or Cindy Bessmer (x3911)
9. If you or your supervisor have any questions concerning a workplace injury, contact Kristin Steinman (x3688) or Cindy Bessmer (x3911).

www.bowdoin.edu/hr/workplace-safety