



**ADMINISTRATIVE PROCEDURES**

<b>TITLE: Work Crew Injury Coverage</b>		<b>PROCEDURE #: 523-A</b>
<b>DEPT: Business Services</b>		<b>DIVISION: Risk Management</b>
<b>EFFECTIVE DATE: 5/08</b>	<b>REVIEWED:</b>	<b>REVISED:</b>

**OBJECTIVE:** To establish procedures to guide the departments and work crewmembers in reporting accidental injuries and making claims under the work crew injury coverage.

**REFERENCE:** Policy #523

**POLICY STATEMENT:** Marion County may provide accidental injury coverage to individuals who are members of work crews that are under the direct supervision of Marion County employees.

**APPLICABILITY:** Work crew injury coverage applies to:

1. Juvenile alternative program matrix, focused utilization of employment & labor (FUEL), and youth community service program (YCSP) clients under the direct supervision of county employees
2. Adult corrections restitution clients under the direct supervision of county employees, including work release and forest crew

**PROCEDURES:**

1. Coverage:
  - a. Work crews are covered under the purchased accidental injury policy in place at the time of injury.
  - b. Work crewmembers must be under the direct supervision of Marion County employees at the time of injury to qualify for the benefits of the policy coverage.
  - c. Marion County Risk Management will coordinate or file claims on behalf of injured work crewmembers.
  - d. Marion County Risk Management will be responsible for the purchase of the accidental injury policy.
  - e. Marion County Risk Management will be responsible for allocating the cost of the policy back to the departments.

## **SUBJECT: WORK CREW INJURY COVERAGE**

### 2. Reporting Incidents:

All work crewmember injuries must be reported no later than the next business day to risk management on the Marion County *Occupational Injury Report* form. Both the supervisor and the injured work crewmember must sign the form. The injured work crewmember must cooperate with Marion County in providing information regarding his or her injury.

### 3. Claim Filing:

- a. Work crewmembers who suffer non-life-threatening injuries should be taken to the following clinic, or the nearest immediate care or occupational medicine clinic:

Salem Occupational Health Clinic  
2168 Lancaster Drive NE  
Salem, OR 97305  
Phone: 503-362-5242

- b. Serious or life-threatening injuries should be directed to the nearest hospital emergency room.
- c. The injured work crewmember shall fill out and sign page 1 of the Marion County *Occupational Injury Report* and section B of the Marion County *Special Risk Accident and Sickness Claim* form. This form shall be submitted to risk management when the injured work crewmember receives treatment from a medical provider for an on-the-job injury.