

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.27
		Issue Date: March 21, 2005
		Revision Date: March 2, 2015; June 23, 2021
CHAPTER: Human Resources		Related Policy: G.O. 6.26 (Health of Employees), APM, Chapter 3, Section 3, Issue 4, Lane Manual 2.270(8)
SUBJECT: Health Services; Job Related Illness/Injury Reporting		Related Laws: OAR 437-001, Oregon Health & Safety Code

POLICY: The Lane County Sheriffs Office will develop and maintain a protocol for employees to accurately and efficiently report all job-related injuries and illnesses.

RULE: Job related injury/illness reporting will be in compliance with all Federal, State, and County rules and regulations.

PROCEDURE:

I. Preventative Vaccines

- A. During the Sheriff's Office employee orientation, each new employee will be given the opportunity to receive a vaccination for the Hepatitis B virus (HBV) infection. The vaccine is given at Lane County Public Health and will be paid for by the Sheriff's Office. An Employee Declaration Concerning Hepatitis B Exposure form must be completed and signed by the employee accepting or declining the vaccine. The form will be kept in the County's confidential medical file.
- B. If the employee decides at a later date to have the vaccine, the employee should contact Lane County Public Health to schedule the appointment. The vaccine will be paid for by the Sheriff's Office.
- C. The County may also offer voluntary flu vaccines to employees which will be charged to the employee's health insurance carrier.
- D. The employee is solely responsible for making an informed decision as to the risks and benefits of a vaccine.

II. Reporting

- A. Whenever an employee becomes injured, no matter how minor or how ill, on the job, he or she will contact a supervisor as soon as possible.

- B. Before the end of the shift when the accident/illness exposure was reported, the supervisor will document the incident on the Accident Report Log.
- C. If the injured/ill employee seeks medical assistance or intends to seek medical assistance for the injury or illness, the employee or supervisor will complete the appropriate forms before the end of the shift, if possible. The completed forms must be sent to the County Workers Compensation/Risk Management Section immediately. The employee should contact the Third Party Administrator (TPA) for workers' compensation within 24 hours of the injury/illness. Employees will need the claim number given by the TPA, for the care provider. All forms and contact information are located in the workers' compensation section of the intranet.
- D. The completed forms must be sent to the Risk Management Section immediately. If the employee seeks medical assistance due to an on the job injury/illness the employee must submit the appropriate work release form to a supervisor. This must be completed prior to employee returning to work.
- E. Simultaneously, management staff (with a need to know) within the chain of command will be notified of the incident.
- F. Employees must use the appropriate payroll code on their timecards when absent from work due to a job-related illness or injury and the absence must be authorized by the employee's physician. Authorization by the physician must be in the form of a written note. Employees will need to use time management or other accrued time available for time loss, until a doctor's authorization has been received. Once the authorization has been received, time management or other accrued time used may be subject to reimbursement pursuant to workers compensation rules and the Collective Bargaining Agreement.