

5. Safeguards and personal protective equipment are to be used whenever needed and as required by government agencies.
6. Good housekeeping is to be maintained in all City facilities and at all work sites.
7. Violations of safety rules are subject to disciplinary action.

B. For the Injured Employee

1. Immediately report any and all injuries to your supervisor on the same day of the injury prior to leaving work.
2. The supervisor will obtain the details of the injury and complete the SUPERVISOR'S REPORT OF INJURY ACCIDENT INVESTIGATION REPORT FORM NO. Y-56.
3. As required, seek First Aid and/or utilize the medical facility authorized by the City.
4. The City's authorized medical ~~facility~~ facilities are is the ALPENA REGIONAL MEDICAL CENTER'S GENERAL HOSPITAL EMERGENCY ROOM and ALPENA MEDICAL ARTS. under the direction of Dr. Walter Jacquemin.
5. If it is necessary to utilize the authorized medical facility, your supervisor will issue an AUTHORIZATION FOR MEDICAL TREATMENT FORM to be submitted to the medical facility authorized by the City. Your supervisor will also accompany you to the designated medical facility when possible or as needed. If the employee is referred to multiple Health Care Providers, an AUTHORIZATION FOR MEDICAL TREATMENT FORM must be completed for each facility.
6. Payment of treatment costs by the City is subject to review of all facts involving the incident. The City will be responsible for treatment costs of injuries incurred in the performance of work duties, and of injuries resulting from appropriate or authorized activities, subject to compliance with these procedures.
7. All reasonable and necessary medical treatment that is related to an on-the-job injury or illness is fully paid.
8. Within the FIRST TEN DAYS of medical care, an employee must utilize the medical facility authorized by the City. Payment will be withheld if an unauthorized medical facility is used.
9. After ten days following initial medical care, an employee must give the City written notice of his or her intention to treat with a doctor of his or her own choosing.
10. If a doctor or medical facility should bill an employee directly, the employee should forward the bill to the City.

11. During an employee's recovery period and absence from work, he or she will be periodically contacted by the supervisor or department head.
12. When work is available, and advisable by both the supervisor and attending physician, a recovering employee may be temporarily assigned any work in which he or she can perform or be trained to perform within his/her physical limitations.
13. Compensation for lost time due to an injury will be in accordance with state limits and rules. Any accumulated sick leave that the injured employee has available will be used to supplement state payment limits so that an injured employee will continue to receive full paychecks until the sick leave is exhausted. After that time, the Worker's Comp paychecks will not be supplemented by the City. Continuation of an injured employee's insurance and benefits is subject to respective labor agreement or personnel policy provisions, whichever is appropriate.

C. For the Supervisor

1. Preparation prior to any injury.
 - a. Employees should report any and all injuries to their supervisor on the same day of the injury prior to leaving work.
 - b. You should make sure that all of your employees know that they are to report any and all injuries to their supervisor. (New employees should be advised at the time of hire and all employees should be reminded periodically.)
 - c. Make sure that all personnel are aware of the City's designated medical ~~facility~~ facilities. The City's designated medical ~~facility is are~~ -the ALPENA REGIONAL MEDICAL CENTER GENERAL HOSPITAL EMERGENCY ROOM and ALPENA MEDICAL ARTS .under the direction of Dr. Walter Jacquemin.
 - d. Within the FIRST TEN DAYS of medical care, an employee must utilize the medical facility authorized by the City. Payment will be withheld if an unauthorized medical facility is used.
 - e. After ten days following initial medical care, an employee must give the City written notice of his or her intention to treat with a doctor of his or her own choosing.
 - f. When an employee is authorized to return to work, any subsequent injury either similar or not must be treated as a new injury.
 - g. Each department and division head shall prepare and make known to respective employees specific procedures and related information regarding their department or division. This may include but is not limited to: an orientation checklist for new employees; availability (or lack of) light duty and its related conditions; and a clear explanation of the rules and responsibilities delegated to shift or group leaders,

particularly regarding notification of the department or division head during their non-work hours.

2. If a subordinate employee is injured on the job.
 - a. An injury shall be considered only if it is reported immediately to the supervisor on the same day of the injury prior to the employee leaving work.
 - b. The supervisor immediately obtains details and completes the Supervisor's Report of Injury Form Y-56 Mod., including Witness Statements.
 - c. The completed Form ~~Y-56 Mod.~~ is forwarded to the ~~City Clerk's office with a copy to the~~ City Manager's office no later than the following work day.
 - d. The employee is sent to First Aid or designated medical facility (not the employee's family doctor). Section 418.315 of the Worker's Compensation Act provides the employer with the sole selection of medical facilities and doctors for the FIRST TEN DAYS after any injury. (If anyone from the supervisor on up allows an employee to go to his or her own doctor or facility the above is void.) If an unauthorized medical facility is used, payment of medical expenses can be withheld by Meadowbrook Claims Service.
 - e. If the employee is sent to the City's designated medical facility, ~~you,~~ the supervisor, must complete the City's AUTHORIZATION FOR MEDICAL TREATMENT FORM which must be submitted to the medical facility authorized by the City. When possible, or if necessary the supervisor or department head shall accompany the injured employee to the designated medical facility.
 - f. The City's authorization for medical treatment form, upon completion by the attending physician, must be immediately forwarded to the City Manager's office.
 - g. Any and all information relative to a claim should be given to the City Manager's office.
 - h. A supervisor shall maintain periodic contact with a recovering employee while the employee is absent from work.
 - i. When it is available and advisable by both the supervisor and the attending physician, a recovering employee may be temporarily assigned any work in which the employee can perform or be trained to perform within his/her physical limitations. (See CPS 30A)
 - j. Reports on all work related accidents will be forwarded by the ~~City Clerk's~~ Manager's Office office to: Meadowbrook Claims Service, ~~4800 Fashion Square Boulevard, Saginaw, Michigan 48604,~~ as soon as possible following receipt.

Safety is everybody's business. Let's make this City a safe place to work.

~~Allan H. Green, City Manager~~
~~Greg E. Sundin, City Manager~~

H:\public\cps&sop\sop 4 retyped