

Policy Title: Work-Related Injuries

Policy Owner: Director of PTT Policy Originated by: PTT	Date Written: 10/1/13
Applicable Programs: All	Date Reviewed and Approved by PLT: 04/01/14, 04/21/15, 6/10/2020, 3/10/21, 3/8/23, 3/13/24, 5/20/2025
Statutory or Regulatory Citation:	Signature if needed:

Policy: St. David’s Center strives for a safe and healthy work environment for its employees. It is the policy of St. David’s Center to minimize the impact of a work-related injury by the immediate reporting of an injury, prompt care, treatment, and the return to work as soon as possible.

Procedure:

1. An employee who suffers a work-related injury must immediately report the incident to their department supervisor, and in any event no later than 24 hours after the injury. The employee will be directed to the Policy, Training and Talent (PTT) for assessment and care. If emergency treatment is necessary, the employee should seek medical treatment at the nearest hospital’s emergency department.
2. Prompt, quality medical treatment can be assured using St. David’s Center’s preferred primary care provider, but employees may also use their own preferred medical provider.
3. The employee will be asked to complete the First Report of Injury form with the assistance of PTT. A copy of the First Report of Injury will be sent to the workers’ compensation provider. If the work-related injury causes a loss of work time for the employee, the employee’s supervisor and PTT will coordinate with the employee’s medical provider and the workers’ compensation provider to ensure workers’ compensation payments are promptly made to the employee and that a return-to-work care plan is established.
4. PTT will maintain the Occupational Safety & Health Administration (OSHA) log on all required recorded injuries for St. David’s Center. PTT will post the summary log of work-

related injuries in St. David's Center's office area from February 1 to April 30 of each year.

5. St. David's Center supports the practice of bringing injured employees back to work, as soon as they are medically able, to a position in our organization compatible with any physical restrictions they may have. This practice serves the best interests of our employees and our organization. St. David's Center may be able to offer an employee a light duty or transitional job, such as filing, answering phones, data entry, documentation, mail, or cleaning.

Violation of this Policy or Procedure

No or only partial adherence to this policy or procedure may result in noncompliance with current regulatory requirements and subsequent penalties to St. David's Center. Remediation for violators will include, but not be limited to, disciplinary action up to and including termination depending on the circumstances of the situation at the time.

Reference or Attachment:

[First Report of Injury](#)