

Cherokee County



CHEROKEE COUNTY SAFETY PROGRAM

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CHAPTER 1

SAFETY POLICIES

1.0 POLICY STATEMENT

The Cherokee County Board of Commissioners has a sincere concern for the welfare and safety of County employees and the public we serve. We acknowledge our obligation, as an employer, to provide a safe work environment for all employees. Agency Directors/Department Directors and employees shall comply with all applicable Federal, State and local safety laws and regulations. Due to the unique nature of risks associated with the different Agencies and missions in serving the County, each shall conduct its own operations and activities to minimize the risk of injury to employees and the public. Employees are not to perform any task which is determined to be unsafe for their respective positions.

The immediate responsibility for preventing accidents belongs to each individual employee. Employees are expected to abide by job procedures and safety guidelines specific to their respective departments. Employees are expected to use good judgement and abide by job procedures and safety guidelines specific to their individual departments. It is the responsibility of supervisors to communicate with their employees and ensure they understand the safety requirements associated with their job assignments. Employees should report potential safety Hazards with confidence that the hazards will be corrected. This policy serves to express the commitment of the County to require that each Agency identify and correct potential risks inherent in the operation of their facilities and equipment and make accident prevention a primary responsibility.

2.0 PURPOSE

The County's safety program is an ongoing process that includes training supervisors and employees to identify potential risks and eliminate unsafe work practices. Each Agency is responsible for communicating with employees on matters concerning safety, including identifying, evaluating and eliminating workplace hazards; investigating injuries and conducting employee safety training. Successful implementation of the safety policies and procedures contained in this safety program involves an ongoing commitment by Agency Directors/Department Directors, supervisors, and employees.

The Safety Program adheres to and complements the policies found in Personnel Policies Manual 7.7 ~ Workplace Safety. In the event of a conflict in interpretation between the guidelines found in these two documents, the Personnel Policies Manual shall govern.

3.0 RESPONSIBILITIES

3.1 County Manager

The County Manager directed a Safety Committee be created to provide oversight of a Risk Management program for Agencies/Departments under the direction of the Board of Commissioners, and other elected offices at their direction. The purpose of the Safety Program is to minimize the adverse effects of loss through identification and assessment of actual and potential losses, loss prevention, risk financing, and Workers' Compensation claim management.

3.2 Safety Administration

The Director of Risk management under the direction of the Administrative Agency Director, plans, organizes and directs the development and implementation of the County Safety Program and provides coordination on all matters relating to loss prevention and on-the-job safety. The Director of Risk Management is the contact person for all safety and Risk Management related issues throughout the County.

3.3 Agency Directors

All Agency Directors and their supervisors shall be familiar with the following policies. Supervisors are responsible for implementing and maintaining a safe work place and for ensuring their employees are aware of the safety rules/regulations that apply to their specific job classification.

3.4 Supervisors

Supervisors shall take an active and visible role in the implementation of the safety program. Supervisors are responsible for being consistent in their enforcement of safety rules. Supervisors shall ensure:

1. Employees are trained from the first day in their job assignments, and are retrained whenever any new process, procedure, or equipment is introduced into the workplace.
2. Employees are provided any required personal protective equipment, as well as instructions on the proper use of any equipment necessary to perform their job assignments.
3. Work areas are inspected regularly and immediate corrective action is taken whenever hazards are recognized or unsafe acts are observed.

4. Informal safety meetings are conducted covering various topics relating to safety hazards with their specific jobs/tasks.
5. Documentation of safety training will be maintained by supervisors on the employee and safety training record.
6. All accidents will be thoroughly investigated and corrective action taken to prevent re-occurrence. All accident investigation forms will be promptly completed and forwarded to the Director of Risk Management.

3.5 Employees

Employees are responsible for complying with all applicable County safety rules, policies, and established work procedures. Employees have an obligation to work in a safe manner and in accordance with all training and instruction received by supervision. Employees are required to:

1. Adhere to all County safety policies and procedures.
2. Familiarize themselves with the specific safety rules/policies of their department
3. Report any unsafe conditions or equipment immediately to their supervisor.
4. Report any job related injuries or accidents to their supervisor immediately.
5. Wear personal protective safety equipment required for their job.
6. Only operate equipment or machinery that they have been trained on and authorized to operate by their supervisor.
7. Keep work area clean and orderly at all times.

4.0 COMPLIANCE

Each Agency has the responsibility for maintaining safe working conditions within their respective areas. Although Exposure to hazards varies widely from Agency to Agency, it is expected that every effort will be directed toward controlling injuries and accidents. Employees are also required to follow all safety rules/policies. Violation of safety rules and regulations may result in disciplinary action (Personnel Policy Manual 7.7.5).

4.1 Agency Directors /Department Directors

Agency Directors/Department Directors and supervisors shall set a positive safety example for their employees. Supervisors shall use appropriate discipline when necessary as defined in the County Personnel Policies Manual to ensure that employees follow established safety policies and procedures. Supervisors should also recognize those employees who exemplify and follow good safety practices.

4.2 Employee Compliance

Each employee shall follow all established laws and regulations including all Agency/Department policies and rules that apply to safety. Employee safety depends to a great extent on the behavior of each individual employee both on and off the job. Employees have an obligation to report all unsafe conditions and practices, and encourage other employees to work safely. They should be aware that they may report safety hazards without fear of retaliation.

5.0 SAFETY COMMUNICATION

A County safety committee was established to recommend improvements to the County Safety Program to help identify unsafe condition and make corrective actions to eliminate or control recognized safety hazards. The County Safety Committee is responsible for assisting agencies in promoting safety awareness through continuous improvement and identifying loss trends and providing support to agencies in an effort to reduce Workers' Compensation costs.

5.1 Cherokee County Safety Committee

The County Safety Committee meetings are held on a Quarterly basis. The committee is chaired by the Director of Risk Management. A variety of safety topics, such as review of monthly accidents, assessment of unsafe conditions, identifying training needs and changes in work practices/ procedures are discussed. The minutes of the Safety Committee meetings are posted on the County Intranet website

5.2 Safety Tips/ Alerts

Safety Tips information sheet is sent to all employees on an ongoing basis. Safety Alerts may also be used to inform employees about updated safety policies or notice of a change in safety procedures. The Monthly Safety Tips/Alerts are posted on the Risk Management website.

6.0 INSPECTIONS

A safety inspection program is essential to reducing unsafe conditions that may expose employees to injuries or cause property damage. Each supervisor shall ensure that appropriate, systematic safety audits/inspections are conducted periodically of their areas.

6.1 Informal Inspections

Supervisors shall perform safety inspections daily, weekly, and monthly. These informal inspections shall address any change in the work environment that may cause unsafe conditions.

6.2 Safety Inspections/Audits

Safety inspection/audits are regular inspections that are conducted at each agency. The purpose is to determine whether the Agency is providing a safe and work place in compliance with established County safety practices. These are performed on a quarterly basis by members of the County Safety Committee.

6.3 Special Inspections

Special inspections are limited in scope and conducted for special purposes:

1. Changes in work conditions, occupancy of a new building, any use of new equipment
2. Response to a report of a serious health or safety hazard
3. In the course of an accident investigation, if needed
4. Follow up from a previous inspection (if necessary)

7.0 HAZARD CORRECTION

Hazards that are discovered as a result of periodic inspections or during normal operations shall be corrected promptly. Reports of unsafe conditions by employees shall be investigated promptly by supervisors. Hazards can range from imminent dangers to relatively low risks. A supervisor's corrective actions must include evaluation of the potential hazard and suitable timetables for correction.

7.1 Imminent Hazards

For serious hazards that present an imminent danger to life or limb, immediate action shall be taken to correct the hazard. If the hazard cannot be immediately corrected, all personnel shall be removed from the affected area. Access to the area shall be limited until the hazard has been removed or corrected.

7.2 General Hazards

Correction of hazards involving the physical conditions of structures, surrounding grounds, or associated equipment shall be reported by using the Property Management Help Desk on the County INTRANET site.

7.3 Job Safety Analysis

The Job Safety Analysis Form is a tool that can be used to ensure all hazards of a specific job task are identified. During a Job Safety Analysis the supervisor considers the purpose of the work, current duties and tasks, methods and procedures. After analysis of this information it can be determined that the job may require modification or additional personal protective equipment may be needed.

7.4 Exposure Hazards

Exposure to airborne contaminants, blood borne pathogens, chemicals or skin contact shall be reported on the Exposure Incident Investigation form.

8.0 WORKERS' COMPENSATION CLAIMS MANAGEMENT

Employees must report all injuries/accidents to their supervisor immediately. Supervisors shall investigate all reported job accidents, injuries, occupational illnesses and near-miss incidents as soon as possible. Supervisors shall document all information that is gathered during the accident investigation process. Injured employees will be allowed to return to work as soon as possible consistent with any job restrictions. Every effort to comply with the employees work restrictions will be made, consistent with the County Transitional or light Duty policy. If an appropriate transitional job is identified, the employee will be offered the job until the restrictions are lifted. These jobs will normally not exceed 90 days.

8.1 Supervisor Documentation

Supervisors' must gather as much information as possible when investigating workplace accidents. Information is obtained by interviewing the injured employee and any witness(es). This must be completed as soon as possible after the accident.

Supervisors' shall determine factors associated with the accident and review work procedures and training to determine the root cause, and take corrective action. Supervisors' must ensure that the County Accident/Investigation report and Workers' Compensation forms are completed. The Workers' Compensation forms packet is on the Risk Management website and the County intranet site.

8.2 On the Job Accidents

Accidents, injuries, illness or exposure to hazardous materials will be reported within 30 minutes (24 hours a day-365 days a year) to the Director of Risk Management. Accidents, injuries, or exposures may require more detailed levels of investigation. Accident reports shall be forwarded to Risk Management within 24 hours of the accident including findings and recommendations as well as pictures. The accident location including equipment and materials involved in the accident should remain undisturbed until the investigation is completed.

8.3 Vehicle Accidents

Any employee involved in a vehicle accident involving County vehicles or privately owned vehicles operated on County business shall report the accident immediately to their supervisor and the appropriate local agency (Police, Sheriff). The employee and supervisor will complete the vehicle accident report form and must remain at the accident location until the Police/Sheriff arrives to investigate. All "AT FAULT" vehicle accidents will require an Alcohol/Drug test (Personnel Policies Manual 7.1.6.2)

All forms will be forwarded within 24 hours to the Director of Risk Management

8.4 Investigation of Vehicle Accidents

The Cherokee County Vehicle Accident Review Committee will ensure a fair and impartial review of all accidents involving County vehicles and/or County personnel (except constitutional officers) while on County business. The function of the committee is to determine the chargeability of each accident and to recommend the appropriate disciplinary action to be taken by the employees' Agency Director.

9.0 TRAINING

Effective safety training is essential for the success of the overall safety program. Training includes general safe work practices as well as specific instruction unique to each employee's job assignment. Supervisors are responsible for safety training for their employees.

9.1 Types of Training

There are several different training methods used to communicate safety information to employees. Training methods will vary widely with respect to instructional method, setting, and subject matter.

1. Classroom training - presentation of general or specific safety information. These classes can be taught by Department supervisors, employees, Director of Risk Management and/or outside personnel (if needed).
2. Job specific training – Used for employees to receive instruction from their immediate supervisor on specific job tasks particular to their job classifications. This is usually on-the-job training.

3. Periodic safety training - will include training when changes are made to equipment or the employee needs additional or refresher training.
4. Crew leader safety training ~ 10 to 15 minute safety meeting with employees conducted as necessary, emphasizing hazards of a particular job and any required safety equipment.

9.2 General Safety Training

General safety training is applicable to all employees and is not related to any specific job classification. A Safety and Health Lesson Plan Guide is available to assist in planning this training. New hire orientation includes the following safety information:

1. General safety rules, reporting of injuries, unsafe conditions and employees' rights under the Georgia Workers' Compensation Act.
2. Use of the Panel of Physicians
3. County Drug/Alcohol testing policy

9.3 Specialized Training

Many County workplace operations require specialized training or instruction. Before employees are allowed to perform certain job tasks supervisors must ensure that employees have completed any required training courses.

9.4 Training Responsibility

It is the responsibility of each supervisor to ensure that employees receive general and job-specific safety training for each employee under their direct control. Supervisors are required to review employees' compliance with safety instructions given regarding safety rules, regulations, and policies. The supervisor must make certain that employees understand the training provided and that any language barriers and/or literacy difficulties are accommodated.

Training by supervisors may include: 1) Safe work practices 2) Personal protective equipment (PPE), Safety hazards, 3) Protection of employee's from any hazards specific to their individual jobs. 4) New processes, procedures, or equipment introduced into the work place that may create new hazards, 5) new or previously unrecognized hazards that are brought to a supervisor's attention.

9.5 Frequency of Training

County policy requires that employees are provided safety instruction when reporting to work the first day and prior to being assigned a new job task or process for which training has not been previously provided. Supervisors are responsible for providing training whenever a new process, procedure or piece of equipment is introduced into the work environment.

9.6 Documentation of Training

The person performing safety training must ensure that appropriate safety training records are maintained on the Employee Safety Training Record Form. Supervisors shall retain all documentation of employee safety training and ensure that a copy has been sent to Risk Management.

10.0 RECORDKEEPING

10.1 Workers' Compensation Files

Workers' Compensation files including Employee Accident/Injury reports, medical treatment documentation and claim information documents are kept on file by the Director of Risk Management. The Sheriff's Department and Fire/EMS HR personnel maintain their employee's Workers' Compensation files

10.2 Vehicle Accidents Reports and Property Damage

Completed Vehicle Accident Reports along with the accident investigation forms are compiled and maintained in a separate file by the Chair ~ Vehicle Accident Review Committee.

CHAPTER 2

CHEROKEE COUNTY SAFETY COMMITTEE

CHEROKEE COUNTY SAFETY COMMITTEE CHARTER

1.0 AUTHORITY:

The Cherokee County Safety Committee was created by the direction of the County Manager. The committee is authorized to make recommendations concerning all County safety issues.

2.0 MISSION:

1. Provide a forum for the discussion of all County safety and health issues
2. Involve all County employees in identifying potential work place hazards and ensure corrective action is taken
3. Achieve and maintain the interest of all County employees in health and safety issues by creating a County- wide "Culture of Safety".
4. Educate Agency/Department Directors, Supervisors and employees of their responsibility in maintaining a safe work environment

3.0 COMMITTEE GOALS:

1. Provide support to Agencies /Departments in reducing accidents/injuries
2. Promote health and safety as a priority for all employees
3. Review and disseminate new safety practices to all Agencies/Departments
4. Motivate all employees to be actively involved in the County safety program
5. Reduce Workers' Compensation costs
6. Assist Agencies/Departments in developing safety protocols and procedures
7. Communicate and give feedback to all Agencies/Departments on safety concerns and issues.

4.0 MEMBERSHIP OF THE COMMITTEE:

The Safety Committee shall be comprised of the following: (1) Fire & Emergency Services; (2) Sheriff 's Office (3) Public Works; (4) CRPA Maintenance; (5) Solicitor;(6) Risk Management;(7) County Marshal (8) Property Management and Human Resources. These members will meet on a Quarterly basis.

The Safety Advisory Committee will include: (1) Planning & Land Use;(2) Tax Commissioner; (3) Tax Assessor; (4) Information Technology; (5) Finance and (6) Elections. This committee will not attend the Quarterly meetings, but will receive Safety updates and members may attend as needed.

Agency Directors shall recommend to the Director of Risk Management a member and one alternate to serve on the committee. If the designated representative is unavailable, the alternate will attend the Safety Committee meeting.

1. Chairperson:The Director of Risk Management will serve as permanent chair. The Chair shall develop the monthly agenda and serve as the liaison between the committee and the Agency/Department Directors. The Chair will facilitate committee meetings. The Chair shall select a Co -Chairperson and a Secretary to serve two (2) year terms.

2. Vice-Chairperson: Is appointed by the Chair and will conduct the committee meeting in the event the chairperson is unavailable. The co-chair will also serve as the liaison between any sub committees and the committee.

3. Secretary: Record and maintain the minutes of each committee meeting. Minutes will be distributed not later than a week before the next scheduled meeting.

4. Committee Members: Actively promote safety within their Agencies/Departments. Attend all meetings and to express any safety issues/concerns. Serve on various task team s and sub committees as needed.

5. Meetings: The Safety Committee shall meet Quarterly. Additional meetings may be called by the Chairperson to work on specific committee assignments/tasks. Special guests may also attend at the request of the Chair. Action items will be assigned with follow up reports presented at the next committee meeting.

6. Quorum: A majority of the membership shall constitute a quorum for purposes of conducting committee business.

7. Minutes: The Secretary of the committee shall notify members of each scheduled meeting and maintain the minutes of all meetings. Minutes will be recorded and distributed via email to all committee members and posted on the County INTRANET site.

5.0 SUB-COMMITTEES

Sub-committees are not a decision making body, but may be tasked as needed with special action items and to make recommendations to the full committee. The sub committees will report their recommendations at each safety committee meeting for review and approval. In some instances, sub-committees will directly work with Agencies/Departments and will report back to the full committee after the work has been completed.

The following are designated as Sub-Committee's' (comprised of at least two people):

1. Cherokee County Vehicle Accident Review Committee
Reviews all vehicle "At Fault" accidents involving County vehicles and/or County employees while on County business. The mission of this committee is to determine the chargeability of each vehicle accident, recommend corrective action and disciplinary action to be taken by the Agency Director.
2. Cherokee County Fire/EMS Committee
Investigate all Fire/EMS vehicle accidents. The mission of this sub-committee is to determine the chargeability of each Fire/EMS vehicle accident. This is necessary to ensure the timely investigation and if recommended, prompt disciplinary is taken. The Fire/EMS Field Operations Chief in conjunction with the Fire Department Safety/Health Officer will prepare a Vehicle Accident package with appropriate disciplinary action documentation and forward to the Chair – Vehicle Accident Committee for Review. The full Committee will have "oversight" and will review the Fire/EMS VAP's and concur or if necessary require the employees involved to appear before the full committee.
3. Safety Training Committee
Evaluate and recommend: (1) New employee safety orientation training and/or refresher training; (2) Identify training priorities; (3) Evaluate training effectiveness; (4) Make recommendations for improvements; (5) Recommend and provide safety training modules to all Agencies/Departments
4. Workers' Compensation Committee
Make recommendations to ensure all employees are aware of their responsibilities under the Georgia State Board of Workers' Compensation ~ "Employee Bill of Rights." Recommend updates and changes to the Employee Workers' Compensation Forms Packet. Ensure all supervisors are knowledgeable on the proper completion of Workers' Compensation forms and procedures to follow when employees sustain on-the-job injuries.
5. Transitional Duty- Return to Work Committee
This committee is tasked to identify transitional duty positions (light duty) in each Agency/ Department, available for an employee with work restrictions. Some jobs may be modified. Identify and communicate these transitional jobs to the committee.

CHAPTER 3

Vehicle Safety

1.0 VEHICLE ACCIDENT COMMITTEE

The mission of the Cherokee County Vehicle Accident Review Committee is review vehicle accidents to minimize loss to County property. The Committee will ensure fair and impartial review of all vehicle accidents (except constitutional Officers and Fire/EMS) involving County vehicles and/or County personnel while on County business. The function of this Committee is to determine the chargeability of each accident and to recommend appropriate corrective action to the Agency Director.

2.0 VEHICLE ACCIDENT REVIEW COMMITTEE DISCIPLINARY PROCEDURES

Cherokee County will maintain a continuous three-year record of all chargeable vehicle accidents involving County employees while on County business. Each January 1, thereafter, one year will be added and one year dropped from the County's three-year record of the chargeable vehicle accidents. The Chair ~ Vehicle Accident Review Committee will keep the vehicle accident records that are turned in through established reporting procedures. The Cherokee County Vehicle Accident Review Committee will determine whether a vehicle accident is determined to be chargeable or non-chargeable to the employee.

The Vehicle Accident Review Committee will be comprised of members, representing various departments. The Vehicle Chairperson is appointed by the County Manager. A Co-Chairperson is appointed by the Chairperson. The Committee will meet at least monthly, subject to frequency and volume of accidents.

3.0 STANDARD OPERATING PROCEDURES ~ VEHICLE ACCIDENT REVIEW COMMITTEE,

3.1 Purpose:

Prescribe policy and procedures for the review of County vehicle accidents involving Cherokee County employees. Significant findings of the committee affecting other Agencies will be shared to avoid future reoccurrences.

This policy does not apply to any Constitutional Officer, who may have adopted their own Vehicle and Accident Review policy.

3.2 Policy:

It is the policy of Cherokee County to promote safe vehicle practices and conditions for its employees through the development of this policy as well as procedures concerning departmental activities; conduct of training; analysis of vehicle and employee accident reports; and the initiation of appropriate recommendations and remedial action.

It is the obligation of every employee to be alert for unsafe driving practices and to take positive measures to prevent any act that might result in possible death or injury of another person or damage to county or private property.

3.3 Definitions

1. **Accident**: an event, occurrence or happening which is unexpected or unintended, that has an element of chance or probability, causing injury, death or property damage or loss.
2. **Reckless conduct**: behavior causing harm or endangering the physical safety of another.
3. **Negligence**: failure to exercise care that a reasonable person would take in like circumstances and failure results in injury and/or property damage.
4. **Insufficient evidence**: there is insufficient proof to confirm whether the employee is "at fault or not at fault".
5. **Vehicle**: automobile, motorcycle, truck, trailer, heavy equipment or any other motorized vehicle which is owned, leased or in the possession of Cherokee County.

6. **Chargeable**: a determination based upon evidence that would lead a reasonable person to conclude that an individual was the cause of an accident or is designated by law enforcement personnel to be "at fault".
7. **Not Chargeable**: a determination based upon evidence that would lead a reasonable person to conclude that an individual was not the cause of the accident or is designated by law enforcement personnel to not be "AT FAULT".
8. **Not Negligent- Chargeable**: evidence presented by preponderance of the evidence that the employee was not negligence, but has a degree of responsibility for the accident.

3.4 ACCIDENT REPORTING & INVESTIGATION PROCEDURES

3.4.1 Accident Reporting:

- A. Employees involved in a motor vehicle accident, whether or not there is injury or property damages/loss, will notify their immediate supervisor of the facts and circumstances immediately or as soon as reasonably practical.
- B. Employee will complete the Vehicle Accident Form within 24 hours following the accident. The immediate supervisor will review these forms and forward all forms to the Chair ~ Accident review Committee.
 1. Fire Department employees will notify their immediate supervisor or. If the Supervisor is not a Chief Officer, the immediate supervisor will notify their Chief Officer.
 - 2 The Chief Officer will then investigate and complete a Vehicle Accident package (VAP) and forward to the Chair Vehicle Accident Review Committee.
- C. The supervisor or designated representative will take pictures of the accident scene.
- D. Agency Director or designated representative will ensure that the required vehicle accident forms are to be completed within 24 hours following the accident. The immediate supervisor will review these forms and forward all forms to the Chair ~ Accident Review Committee 24 hours of the accident.
- E. For all vehicle accidents, the employee will immediately inform their supervisor. The Supervisor will transport the employee to the nearest drug collection site for a Drug/Alcohol test if employee is determined to be "At Fault" for the accident. Employees "Not AT Fault" for the accident are not required to submit to a Drug/Alcohol Test (PPM 7.1.6.2).
- F. If an accident should occur while on business outside Cherokee County, the employee must contact their supervisor or Agency/Department Director immediately. The employee will be required to submit to a drug screen within 8 hours of the accident. The employee will be advised by the supervisor or Agency/Department Director what facility to go to for the test. (Refer to the Vehicle Accident Reporting Kit found in the glove box of the county vehicle for drug screen form and instructions.)

3.5 ACCIDENT INVESTIGATIONS

Accidents involving employees of the county while in the performance of their duties will be investigated and analyzed to determine the cause(s) of the accident and the appropriate measures needed to prevent a reoccurrence.

- A. Accidents involving county vehicles will be investigated by the nearest law enforcement agency with the exception of accidents of death or serious injury, the Georgia State Patrol will perform the investigation.
- B. The Accident Review Committee in accordance with the procedures outlined will analyze vehicle accidents.
- C. Some accidents involving allegations of misconduct may require investigation by the Sheriff's Office, when directed by the HR Director or County Manager. When required, such investigations will be in addition to the proceeding outlined below.

D. If an accident occurs on private property an accident form must be filled out by the immediate supervisor of the employee.

E. Effective March 2, 2018, the Cherokee County Vehicle Accident Review Committee will serve as an “Oversight Committee” to the Cherokee County Fire & Emergency Medical Services, who will have responsibility and authority to investigate all Fire Department vehicle accidents. The Fire Department will ensure all county policies, procedures, and guidelines are followed.

The Division Chief of Field Operations and the Health and Safety Officer will be responsible for collecting all official law enforcement motor vehicle accident reports, vehicle accident report packages, statements and any other information related to the vehicle accident. If it is determined to be necessary, employee(s) involved in the accident may be interviewed for additional information.

Once the investigation has been completed, the Division Chief of Field Operations shall generate a Fire Department Vehicle Accident Package (VAP) report, which will include: (1) findings, (2) discipline recommendations (if any) and (3) corrective action. The VAP will be provided to the Assistant Chief, Fire Chief and Cherokee County Vehicle Accident Committee Chair for their review and approval.

The Cherokee County Vehicle Accident Committee will review all fire department VAP reports to ensure county policies, procedures, and guidelines were followed. In the event the committee disagrees with the findings or result of the investigation submitted by Cherokee County Fire & Emergency Services, the committee Chair will report this concern in writing to include a detailed explanation with recommendations to the Division Chief of Field Operations and Assistant Fire Chief. The Assistant Fire Chief shall review the concerns and have the ultimate authority to resolve these issues with the Chair ~ Cherokee County Vehicle Accident Review Committee.

The Division Chief of Field Operations Committee with approval of the Fire Chief’s office, shall have the authority to recommend that any accident considered “serious” be forwarded directly to the Cherokee County Vehicle Accident Review Committee for their review.

3.6 ACCIDENT REVIEW BOARD PROCEDURES:

The purpose of the Vehicle Accident Review Committee is to review County vehicle accidents and related documents and interview individuals involved, as well as any witness to the accident to determine:

- 1. If County or departmental policies, rules or procedures were violated
- 2. If State/Federal laws were violated
- 3. If appropriate training/monitoring has been provided
- 4. If policies and procedures are understandable and complete
- 5. Appropriate corrective measures to prevent reoccurrence

3.7 ACCIDENT REVIEW BOARD MEMBERSHIP

The Vehicle Accident Review Committee will have a total of eight members plus Chairperson:

- | | |
|----------------------|-----------------------|
| Risk Management | Fire/EMS |
| Public Works | Fleet Services |
| CATS | Human Resources |
| Building Inspections | Finance |
| County Marshal | Tax Assessor’s Office |

- 1. Agency/Department Directors are excluded from serving as representatives on the Committee.
- 2. Members will serve 2 year terms starting each January 1st. This may be extended by mutual agreement
- 3. A quorum of four members (including the Chairperson) is necessary to convene the Board.

Responsibilities of Chairperson

- a. Collect all accident reports and documents from the Agency/Departments one week prior to the meeting.
- b. Notify all members of the time and /location
- c. Notify all employees involved of time/location

3.8 REVIEW BOARD PROCEEDINGS:

1. The Chairperson will present the facts of the case as outlined in the accident investigation documents.
2. Involved employee will be asked to explain the facts of the accident, and present any related documentation, call any witness who may have direct knowledge and to answer any questions. Any spotter/backer or employee in the vehicle must be present at the review.
3. Employee may bring a fellow employee to serve as an observer during the proceedings; however, the representative shall have no direct role in the proceedings.
4. Employees involved in "Not at Fault" accidents will not be required to attend, but the committee may review these accidents on a case by case basis.
5. Minutes will be kept of all proceedings.

After questioning all persons involved in the accident, the Board will enter private session to:

1. Determine if the employee is chargeable or not chargeable for the accident
2. Determine need for additional safety training, if any.
3. Determine the need for policy/procedures clarification or change
4. Recommend disciplinary action, if applicable

3.9 COMMITTEE FOLLOW-UP ACTIONS

The Chairperson shall submit minutes of the monthly meeting, to include each accident reviewed to the Agency Director of the employee within 3 days following the meeting. Minutes shall contain:

1. Names of Board members present
2. Names of Employee(s) and Witnesses present
3. Copies of all accident documents
4. Recommended Disciplinary Action

3.10 RESPONSIBILITIES OF THE CHAIRPERSON

1. Distribute the Committee's recommendation to the employee's Agency Director.
2. Give any recommendations to prevent reoccurrence of the accident

3.11 APPEAL

Disciplinary action involving such action as suspension, demotion, or termination may be appealed as outlined in the County's Personnel Policies Manual, sec 8.3 -Grievance/Appeal Policy.

4.0 DISCIPLINARY ACTION RECOMMENDATION

The Committee Board members will recommend a finding based on a majority vote. The disciplinary action recommended will be as follows:

Not Chargeable

Information and evidence presented to the committee was sufficient to prove the employee was not at fault or negligent for the accident.

Chargeable – Not Negligent

Evidence presented by preponderance of the evidence that the employee was not negligence, but has a degree of responsibility for the accident.

Chargeable

Employee was found to be at fault by the preponderance of the evidence and by documentation presented to the Board and is chargeable for the accident. The Committee will make a recommendation for disciplinary action based on the severity of the accident and any negligence of the employee. Recommendations of the Committee could include the following:

- 1) Oral Reprimand (Counseling Session)
- 2) Written Reprimand
- 3) Adverse Action
- 4) Termination (i.e., Failure to report an Accident, etc.)



VEHICLE ACCIDENT REPORT

This report is to be used by all departments to make an immediate report of all motor vehicle accidents involving county employees, vehicles or equipment. This report is NOT a substitute for the Georgia Uniform Motor Vehicle Report completed by law enforcement. This report is NOT a substitute for reporting any injury sustained in the accident.

Location of Accident: _____

Date of Accident: _____ Time of Accident: _____

Vehicle – No. 1 License Plate # _____ (County Driver)	Vehicle – No. 2 License Plate# _____
Year: _____ Make: _____ Type (Sedan, Truck, etc.) _____ etc.) Driver's Name _____	Year: _____ Make: _____ Type (Sedan, Truck, _____ Driver's Name _____
Driver's Department _____ Phone Number _____	Address _____ Policy Number _____
Driver's License Number _____	Phone Number _____ Driver's License Number _____

EMPLOYEE STATEMENT OF ACCIDENT:

Be Specific. Write street or highway names/numbers. Take Pictures If possible.

Did Police investigate? Yes No If yes - Who? City Police Sheriff State Patrol

Date of Police Report: _____ Report Number: _____ Officer Name: _____

Any Injuries Due to the Accident? Yes No

If Yes ~ complete County Accident Investigation Report for me

Name of Witness (es) _____

Cherokee County



Cherokee County Distracted Driving Policy

On June 4, 2010, **Senate Bill 360**, also known as the “Caleb Sorohan Act,” was signed into Georgia law prohibiting the use of wireless telecommunication devices for writing, sending or receiving text messages while operating a motor vehicle. Therefore, except as required for public safety personnel, Cherokee County prohibits texting or talking on a hand-held or hands-free phone while operating a county vehicle, county equipment, or while operating a personal vehicle for County business, as well as, prohibiting the use of a county issued cell phone while operating a personal vehicle. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to e-mails and text messages.

Specifically, Cherokee County employees are required to:

- Turn cell phones off or put on silent or vibrate before starting the car.
- Pull over to a safe place if a call must be made or received while on the road.
- For lengthy trips, consider modifying voice mail greeting to indicate that you are unavailable to answer calls or return messages while driving.
- When appropriate, inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Public Safety personnel engaged in crime prevention and control, emergency response, fire services, or related activities are exempted from this policy to the extent permissible by law.

Cherokee County is committed to the safety of its employees. Violations of this policy will lead to disciplinary action, up to and including termination.

Below is a Statement of Acknowledgement that you have read and fully understand this policy. Please sign and return this document to your supervisor; the original will be placed in your personnel file. If you have any questions regarding this policy, please contact your supervisor.

I have received a written copy of the County’s Distracted Driving policy. I fully understand the terms of this policy and agree to abide by them.

Employee Signature

Date

Employee Name (printed)

January 6, 2017 Addendum: For weather related emergencies, Roads & Bridges personnel may receive certain Exemptions from the Cherokee County Distracted Driving Policy as approved and specified by the Department Director or Agency Director

Highway Safety Laws in Georgia



[DUI Laws in Georgia](#)

The Official Code of Georgia Annotated (O.C.G.A) contains numerous laws pertaining to the DUI issue. This section is intended to assist interested parties in quickly accessing the appropriate code section for research purposes. Once you have identified the code section you need, go to Code of Georgia for the complete details of the law.



[Georgia Impaired Driving Laws and Penalties](#)

Various impaired driving laws including the open container law.



[Georgia's Seat Belt Law](#)

Georgia's primary safety belt law via the Georgia Code.



[GOHS Annual Report](#)

The GOHS Annual Report summarizes activities funded by the Georgia Governor's Office of Highway Safety (GOHS) in previous federal fiscal years. Under the umbrella of the GOHS mission, each section of the report includes the goals, problem identification, objectives, and accomplishments.



Georgia's Pickup Truck Law

Starting immediately, all pickup truck drivers in the State of Georgia will be required to wear safety belts while in their vehicles. Failure to do so will result in a ticket and fine from Georgia law enforcement.



Move Over Law

Georgia's Move-Over Law says drivers must move-over for emergency vehicles stopped on the side of the highway. The law is meant to keep officers AND traffic violators safe from crashes with passing cars.



Georgia's Texting Ban Law/Teen Cell Phone Ban

From cell phones and iPods to fast-food snacks and driver drowsiness, there are more than enough distractions to keep Georgia motorists from focusing on our four-lanes. And now new national data is showing driver inattention is a key cause in most crashes and near-crashes.



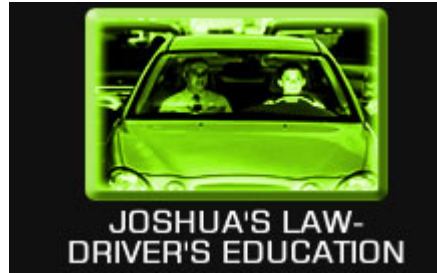
Teen Driver/Parent Agreement

The GOHS Teen Driver/Parent Agreement can be used as a guide and a contract for teens' rules of the road for safe driving when they are no longer required to have a parent or an adult driver accompanying them.



Georgia Highway Safety Plan

Under the authority and approval of Governor Nathan Deal, the Governor's Office of Highway Safety (GOHS) produces an annual Highway Safety Plan (HSP) as a state programmatic guide and an application for Federal grant funding from the National Highway Traffic Safety Administration (NHTSA).



Joshua's Law

Called Joshua's Law, it states that if you are 16 years old, you must complete a driver education course approved by the Department of Driver Services in order to receive a Class D License. Those individuals who do not complete an approved driver education course must wait until age 17 to become licensed.

Driver Safety Rules

1. Driving on county business and/or driving a county vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. No use of Cell phone while driving, if necessary pull off the road to make a call if needed. Drivers should complete calls while the vehicle is parked. No use of a "hands free" mode via a headset or speaker while driving, attention to the road and safety should always take precedence over conducting business over the phone.
3. No driver shall operate a county vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a county vehicle ***must*** wear seat belts.
5. No unauthorized personnel are allowed to ride in company vehicles.
6. Drivers are responsible for the security of county vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used 2 hours before sunset and until 2 hours after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. All Georgia State and Local laws traffic laws must be obeyed.

Defensive Driving Guidelines

- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.

- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing whenever possible, if you must back up -use a backer, if available, if not available – **GET OUT AND LOOK (GOAL)**.

Accident Procedures

1. In an attempt to minimize the results of an accident, the driver must prevent further damages or injuries and obtain all pertinent information and report it accurately.

- Call 9-1-1 for medical aid if necessary.
- 9-1-1 will call nearest Law Enforcement agency. All accidents, regardless of severity, must be reported to the nearest law enforcement authority
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Complete the County Vehicle Accident Packet located in the glove box. Pertinent information to obtain includes: **license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.**

2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.

3. Provide the other party with your name, address, driver's license number, and County insurance card information.

4. Immediately report the accident to your supervisor. Provide a copy of the accident report and/or your written description of the accident ASAP.

5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented.

CHAPTER 4

Return to Work Program

Transitional Duty Return-to-Work Program

1.0 Policy Statement

An important part of a return-to-work program is to identify possible alternate jobs, which are medically authorized, for an injured employee to perform. It may be referred to as: Modified duty, Alternate Duty, Light Duty, Restricted duty, or Transitional Duty. These terms are used synonymously and refer to duty that is intended to be time-limited, temporary, productive and meaningful. The most common scenario this applies to is for temporary, light duty job restrictions.

2.0 Purpose

The intent is to return injured/ill employees to suitable employment as soon as medically possible.

3.0 Eligibility

Eligible employees are those who sustain an injury or illness while performing their regular job duties. As a result, they have temporary restrictions or limitations provided by the Authorized Treating Physician. The physician must provide a clear and complete written description of the restrictions.

4.0 Participation

If an appropriate transitional work assignment is identified, participation is mandatory for the duration of the work restrictions, the availability of the assignment or the maximum amount of time allowable in the program. The employee will receive a written offer of available modified/transitional duty or alternate work. Once the offer is extended, the employee must respond or appear at the designated work site within 72 hours. Failure to accept a physician-approved transitional work assignment may result in the loss of Workers' Compensation indemnity benefits.

5.0 Duration

Transitional work assignments such as modified duty or alternate work are limited and should normally not exceed 90 days or the amount of time that the doctor determines is medically necessary, whichever occurs first. The length of a transitional work assignment, however, may be shorter if the restrictions can no longer be accommodated.

Transitional work assignments end in 90 days or when the doctor determines that it is no longer necessary or appropriate due to the employee's recovery, medical condition, or release to return to work full duty. The employee no longer qualifies for the program if their medical condition becomes "permanent", they are released to regular duties without restrictions or they have been participating in the program for the maximum of 90-days, whichever occurs first.

6.0 Communication

All employees will be informed of the commitment to this Return-to-Work program. Information about this program will also be presented to new hires during the orientation process.

7.0 Responsibilities

Injured employees shall:

1. Report the injury/illness to supervisor immediately and get medical treatment as directed.
2. Obtain a work status report from an approved panel physician and give to the supervisor after each medical appointment.
3. If recommended by a physician, participate in transitional work assignments when available. Non-cooperation or non-compliance may affect other disability benefits.
4. Comply with all county policies and procedures, with the exception of approved time-off for medical or Workers' Compensation related appointments.

Supervisors/Managers shall:

1. Upon knowledge of a serious injury/illness requiring medical attention, direct employee to medical treatment.
2. Obtain the Workers' Compensation Packet from the Risk Management website or the County Intranet site under Human Resources Common Forms.
3. Obtain a valid work status report, which indicates that an employee can return to work with or without restrictions.
4. If work restrictions are indicated by the physician, coordinate with the Director of Risk Management to identify an appropriate transitional work assignment (if available) in a timely manner.
5. Maintain communication with the injured employee throughout the recovery period.
6. Obtain work status summaries from the employee each time he/she goes to the physician and forward a copy to the Workers' Compensation claim's adjuster.
7. Encourage employees to schedule medical appointments and/or physical therapy appointments before or after work hours. If they are unable to do so, allow them time to seek the necessary treatment in order to recover.
8. Obtain a Medical work release to return to work before returning the employee to their regular job.

8.0 Administrative Guidelines

Hours Worked: Hours of work may not exceed the number prescribed by the physician. They may not exceed the number of hours the employee worked, on average, prior to the injury. In any event, the total hours' may not exceed eight (8) hours a day or forty (40) hours a week. Overtime is not allowed.

Compensation: The employee will not qualify for Workers' Compensation disability payments if they are provided with a transitional work assignment that is offered for the same number of hours worked and same hourly wage. If the employee is offered work and the hourly wage less than what was received at time of injury, the injured employee will be entitled to supplemental Workers' Compensation disability payments. The current leave policies and employee benefit program will remain in place while the employee is in the transitional work assignment.

Nothing in this Policy entitles an employee to a transitional work assignment. Transitional Duty/Light duty work assignments are temporary and are not permanent. Assignment of transitional work does not create an entitlement to the position to which the employee is assigned.

What other tasks/jobs can you think of?

- *Be creative with identifying alternate job tasks.*
- *Schedule a meeting of supervisors and employees to suggest alternate duty jobs.*
- *Encourage everyone to come up with as many suggestions as possible, even if initially they may think the ideas are unrealistic.*

*The way to come up with a couple good ideas is to have **a lot of possible jobs**. Be creative and look at what meaningful work/job tasks need to be done in your work area. Create “**Job Sheets**” on which you list the physical activities for each task, as this will assist the physician in understanding the work. Keep these sheets readily available so when a light duty assignment is needed, you’ll already have a number of opportunities available and the treating physician will be able to review how those options would fit the restrictions or other medical concerns the doctor may have.*

"Alternate ~ Light Duty Jobs"

1. Greet customers
2. Paint walls, halls, cages, etc.
3. Repair wall/drywall holes
4. Inventory parts, supplies
5. Pick up trash in yard and lot
6. Inspect fire extinguishers
7. Replenish first aid cabinets
8. Perform assembly work
9. Complete safety inspections
10. Sort & deliver mail
11. Clean animal cages
12. Organize storage room
13. Work in file/tool room
14. Make telephone calls / answer telephones
15. Order supplies
16. Prepare items for Shipping
17. Train new employees
18. Drive a vehicle, run errands
19. Do light housekeeping and dusting
20. Perform safety inspections
21. File paper work
22. Shred documents
23. Complete safety training
24. Update Policy manuals
25. Sweeping
26. Update Agency bulletin boards
28. Clean tools
29. Inspect flooring or need for maintenance or cleaning
30. Create or re-write evacuation plans
31. Work the normal job but at a slower pace

Transitional Duty Job Description Template

Position:

Location:

Supervisor:

General Description

Transitional Duty Job Descriptions are unbudgeted and temporary in nature. Injured employees, eligible for Worker's Compensation benefits will perform modified duty assignments within the weight and/or physical limitations prescribed by the Authorized Treating Physician, for a limited period of time.

Examples/Responsibilities

(INSERT SPECIFIC RESPONSIBILITIES HERE)

Special Limitations

An injured employee must have a medical release for light duty work. The Physician's Return-to-Work Evaluation, attached, is made a part of this light duty job description and is to be strictly followed. Failure to follow any portion of this light duty job description will be considered a violation of work rules and may result in disciplinary action.

Time Limit

The Transitional Duty job description is effective until the employee's next visit to the physician. It may be extended or modified based on the physician's report; however, extensions may not exceed ninety (90) days without authorization by the People Resources Manager. Upon expiration of the time limit, the employee must have a medical release before returning to regular duties.

My signature acknowledges that I have read and understand the terms and conditions of this Transitional Duty Job Description.

Date: _____ Employee: _____

Date: _____ Supervisor: _____

Date: _____ Human Resources: _____

CHAPTER 5

Cherokee County Workers' Compensation Program

Cherokee County



Workers' Compensation Accident Report Packet



Cherokee County Board of Commissioners
Risk Management Department
1130 Bluffs Parkway – Canton, GA 30114
Phone: 678-493-6019

Dear Employee:

Attached are County forms which provide information and guidance for employees' sustaining a Workers' Compensation injury. This packet is divided into sections for use by the employee/supervisor and it has a resource section containing additional forms which may be needed in some cases.

We want to ensure that employees are provided timely, efficient medical treatment from one of the Doctors on our Panel of Physicians or the Emergency Room if needed. Employees are required to immediately notify their supervisor of any on the job injury. The goal of Workers' Compensation is to provide appropriate medical care and return the employee to work as soon as medically possible.

If you have any questions, please contact me: 678-493-6019 or cell ~770-547-9293.

Best Regards,

Robert Alford
Director of Risk Management

PART 1

Employee Section

CHEROKEE COUNTY WORKERS' COMPENSATION GUIDE

INSTRUCTIONS FOR THE INJURED EMPLOYEE

IF INJURY IS LIFE THREATENING ~ CONTACT 911 IMMEDIATELY!

What to do if I am injured on the job, need medical treatment, and can reach my supervisor:

- **Immediately** report the accident to your supervisor
- If injury is not life threatening - the following Workers' Comp forms need to be completed:
 1. Cherokee County Accident Investigation Report form
 2. Witness(es) complete and sign witness statement ~ **If applicable** ~ Part #3
 3. Sign form WC 107 for Release of Medical Information
 4. If Rx is needed, please use OPTUM for "First Fill Rx"
 5. Sign the Receipt of Notice of WC "Panel of Physicians" ~ Circle selected Provider
 6. Keep the **Employee Copy**
 7. Complete Exposure Incident Investigation Form ~ **If applicable**
 8. *If Dental injury ~ see Dental information sheet ~ Part #3*
 9. Drug test (10 Panel) is required anytime employee requires medical treatment

I am injured on the job (not life threatening) and need medical treatment and cannot reach my supervisor:

- If supervisor is not available ~ choose a provider from the WC "Panel of Physicians" and seek medical attention
- As soon as possible-contact your supervisor or designated department representative to complete the forms listed below

I am injured on the job and do not need medical treatment:

- Immediately notify your supervisor
- Complete the Cherokee County Accident Investigation Report form
- Witnesses complete and sign witness statement ~ **If applicable** ~ Part #3

DOT EMPLOYEES ~ (If 5 Panel Drug Test required) REPORT FOR ALCOHOL AND DRUG TESTING TO:

Optimal Health 1030 Marietta Rd, Canton, GA 30114 ~ Phone:
770-720-8668 * **After hours ~ use Northside Cherokee Hospital**

*Questions may be addressed to: Robert Alford, Director Risk Management
~Office: 678-493-6019 Cell: 770-547-9293 ~ Email: ralford@cherokeega.com*

This notice must be posted in a conspicuous place readily accessible to the employee at all times.

OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days.

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics. Further, this panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change of doctor, from the list, may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

State Board of Workers' Compensation

270 Peachtree Street, N.W.
Atlanta, Georgia 30303-299
404-656-3818 or 1-800-533-0682
<http://www.ganet.org.sbwc/>

PROVIDER LISTINGS

WORKERS' COMPENSATION ONLY

CLINIC

Peachtree Immediate Care
720 Transit Ave Ste 101
Canton, GA 30114 (770)
720-7000

ORTHOPEDIC SURGEON

Peachtree Orthopedic Clinic
Lee A. Kelley M.D.
2045 Peachtree RD. NE STE 700
Atlanta, GA 30309
404-355-0743

ORTHOPEDIC SURGEON

Resurgens Orthopedics
Michele Perez, MD
2230 Towne Lake Pkwy Bldg# 300 STE #100
Woodstock, GA 30189
770-592-4424

ORTHOPEDIC SURGEON

Resurgens Orthopedics
Doug Widener, MD
1495 Hickory Flat Hwy
Canton, GA 30114
678-505-4455

ORTHOPEDIC SURGEON

Pinnacle Orthopedics
Michael Kuczmanski, MD
720 Transit Ave Ste 202
Canton, GA 30114
770-345-5717

CLINIC

Northside Family Medicine & Urgent Care
684 Sixes Rd STE 125
Holly Springs, GA 30115
678-426-5450

CLINIC

Wellstar Urgent Care
1120 Wellstar Way STE 105
Holly Springs, GA 30114
678-494-2500

PRIMARY CARE PHYSICIAN

Prestige Medical Group
3755 Sixes RD. STE 300
Holly Springs, GA 30114
678-494-9669

OPHTHALMOLOGIST

Marietta Eye Clinic
100 Old Ball Ground Hwy
Canton, GA 30114
770-479-2195

CLINIC

Accordia Urgent Care
7768 Cumming Hwy STE 300
Canton, GA 30115
770-720-2113

Additional doctors may be added on a separate sheet)

The insurance company providing coverage for this business under the Workers Compensation Law is:
Sedgwick P.O. Box 14841 Lexington, KY 40512

Name: Cherokee County Board of Commissioners	Address: 1130 Bluffs Parkway Canton, GA 30114	Radius: 31.9 mile(s)	Generated: 8/2/2022
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IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwc.georgia.gov>
Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. §34-9-18 and §34-9-19).

OPTUM Medical Pharmacy Program - To contact your local OPTUM Medical Pharmacy, please call (800) 547-3330.

WC-BILL OF RIGHTS

GEORGIA STATE BOARD OF WORKERS' COMPENSATION

BILL OF RIGHTS FOR THE INJURED WORKER

As required by law, O.C.G.A. §34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

Employee's Rights

1. If you are injured on the job, you may receive medical rehabilitation and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury.
2. Your employer is required to post a list of at least six doctors or the name of the certified WC/MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.
3. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits.
4. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week.
5. Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than \$675 per week for a job-related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404) 656-0849.
6. In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$675 per week for a job related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than \$450 per week, not to exceed 350 weeks.
7. When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than \$450 per week for no longer than 350 weeks.
8. Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to \$7,500 and two-thirds of your average weekly wage, but not more than \$675 per week. A widowed spouse with no children will be paid a maximum of \$270,000. Benefits continue until he/she remarries or openly cohabits with a person of the opposite sex.
9. If you do not receive benefits when due, the insurance carrier/employer must pay a penalty, which will be added to your payments.

Employee's Responsibilities

1. You should follow written rules of safety and other reasonable policies and procedures of the employer.
2. You must report any accident immediately, but not later than 30 days after the accident, to your employer, your employer's representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits.
3. An employee has a continuing obligation to cooperate with medical providers in the course of their treatment for work related injuries. You must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers' Compensation or the Board may suspend your benefits.
4. No compensation shall be allowed for an injury or death due to the employee's willful misconduct.
5. You must notify the insurance carrier/employer of your address when you move to a new location. You should notify the insurance carrier/employer when you are able to return to full-time or part-time work and report the amount of your weekly earnings because you may be entitled to some income benefits even though you have returned to work.
6. A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.
7. You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be suspended.
8. If you believe you are due benefits and your insurance carrier/employer denies these benefits, you must file a claim within one year after the date of last authorized medical treatment or within two years of your last payment of weekly benefits or you will lose your right to these benefits.
9. If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers' Compensation within one year after your death or lose the right to these benefits.
10. Any request for reimbursement to you for mileage or other expenses related to medical care must be submitted to the insurance carrier/employer within one year of the date the expense was incurred.
11. If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers' compensation benefits would be denied.
12. You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: <http://www.sbcw.georgia.gov>. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-237-2629.

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbcw.georgia.gov>
WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18 AND §34-9-19)

GEORGIA STATE BOARD OF WORKERS' COMPENSATION

AUTHORIZATION AND CONSENT TO RELEASE MEDICAL INFORMATION

Instructions: This form shall not be filed with the Board, unless otherwise requested

TO: TREATING PHYSICIAN		
Print Name and Title		
Address		
City	State	Zip Code

RE: Employee / Patient		
Last Name	First Name	M.I.
SSN	Date of Injury	Birthdate

This document authorizes the release of only the medical information as provided below. The above-stated entity, facility or medical practitioner is authorized to release medical information to
CHEROKEE COUNTY BOARD OF COMMISSIONERS AND YORK RISK SERVICES GROUP
in accordance with applicable State and Federal laws.

The information covered by this Authorization and Consent to Release is that authorized by O.C.G.A. §34-9-207 which reads as follows:

(a) When an employee has submitted a claim for workers' compensation benefits or is receiving payment of weekly income benefits or the employer has paid any medical expenses, that employee shall be deemed to have waived any privilege or confidentiality concerning any communications related to the claim or history or treatment of injury arising from the incident that the employee has had with any physician, including, but not limited to, communications with psychiatrists or psychologist. This waiver shall apply to the employee's medical history with respect to any condition or complaint reasonably related to the condition for which such employee claims compensation. Notwithstanding any other provision of law to the contrary, when requested by the employer, any physician who has examined, treated, or tested the employee or consulted about the employee shall provide within a reasonable time and for a reasonable charge all information and records related to an examination, treatment, testing, or consultation concerning the employee.

(b) When an employee has submitted a claim for workers' compensation benefits or is receiving payment of weekly income benefits or the employer has paid any medical expenses, the employee, upon request, shall provide the employer with a signed release for medical records and information related to the claim or history or treatment of injury arising from the incident, including information related to the treatment for any mental condition or drug or alcohol abuse and to such employee's medical history with respect to any condition or complaint reasonably related to the condition for which such employee claims compensation. Said release shall designate the provider to whom the release is directed. If a hearing is pending, any release shall expire on the date of the hearing.

(c) If the employee refuses to provide a signed release for medical information as required by this Code section and, in the opinion of the Board, the refusal was not justified under the terms of this Code section, then such employee shall not be entitled to any compensation at any time during the continuance of such refusal or to a hearing on the issues of compensability arising from the claim.

Federal regulations (42 CFR Part 2), and the Health Insurance Portability and Accountability Act (HIPAA) of 1996 45 CFR 164.512(1) which reads as follows: "The covered entity may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work-related illnesses or injury without regard to fault." Anyone who receives information under this authorization receives the same under all limitations set forth in Federal and State law regarding further dissemination of such information.

This release shall expire in 180 days or upon written notice of revocation by the patient. If a hearing is pending, this release shall remain in effect until the hearing and shall expire on the date the hearing is held.

Employee / Patient Signature	Date
------------------------------	------

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwc.georgia.gov>
WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18 AND §34-9-19).

PART 2

Supervisor Section

Cherokee County



CHEROKEE COUNTY WORKERS' COMPENSATION GUIDE

INSTRUCTIONS FOR SUPERVISOR OF THE INJURED EMPLOYEE

Employee is injured on the job and needs medical treatment:

IF INJURY IS LIFE THREATENING ~ CONTACT 911 IMMEDIATELY!

- **If injury is not life threatening complete the following forms:**
 1. Cherokee County Accident Investigation Report Form
 2. Witnesses complete the witness statement ~ **if applicable** ~ Part #3
 3. Have employee sign WC 107 Release of Medical Information
 4. If Rx is needed, please use OPTUM Access card for "First Fill Rx"
 5. Have employee sign receipt of the WC "Panel of Physicians" ~ give them a copy
 6. Complete Exposure Incident Report Form ~ **if applicable** ~ Part #3
 7. Complete top section of York Risk Physician's Report/Pharmacy Guide, *give to employee to take to Medical Provider ~ If employee needs a Rx filled ~ bottom of form has information for OPTUM Medical Pharmacy Network ~ take to any Pharmacy*
 8. Complete Cherokee County Workers' Compensation Authorization for Treatment form for employee to give to Medical Provider
 9. Drug test (10 Panel) is required anytime employee requires medical treatment

Employee is injured on the job and does not need medical treatment:

- Complete the Accident Investigation Report form
- Witnesses complete the witness statement ~ **if applicable** ~ Part #3
- Drug test (10 Panel) is required if there is damage to County property or a motor vehicle accident

DOT EMPLOYEES ~ (If 5 Panel Drug Test required) REPORT FOR ALCOHOL AND DRUG TESTING TO:

Optimal Health 1030 Marietta Rd, Canton, GA 30114 ~ Phone: 770-720-8668

*** After hours ~ use Northside Cherokee Hospital**

Questions may be addressed to: Robert Alford, Risk Management
~ Office: 678-493-6019 Cell: 770-547-9293 ~ Email: ralford@cherokee.ga.com



Cherokee County Accident Investigation Report

Employee Name:		Employer's Premises: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date of Accident or illness:
		Off site: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Job Title:		Location of Accident:	Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM
Department:	Date Reported:	Has employee performed this job before? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Was any county property/equipment damaged? Yes <input type="checkbox"/> No <input type="checkbox"/>		Job being performed	
Property/Equipment Damaged: What was employee doing when injury/illness occurred?			
Describe in detail how accident occurred?			
Part of body affected/injured? (be specific):			
Nature of injury/illness (be specific):			

PLEASE INDICATE IF ANY OF THE FOLLOWING CONTRIBUTED TO THE INJURY OR ILLNESS

- | | | |
|--|---|---|
| <input type="checkbox"/> Unsafe Act(s) | <input type="checkbox"/> Lack of Experience | <input type="checkbox"/> Defective Tools/Equipment |
| <input type="checkbox"/> Employee Training | <input type="checkbox"/> Improper Lifting | <input type="checkbox"/> Improper Procedures |
| <input type="checkbox"/> Insufficient Maintenance | <input type="checkbox"/> Poor Housekeeping | <input type="checkbox"/> Improper PPE or PPE not used |
| <input type="checkbox"/> Unsafe Conditions | | |
| <input type="checkbox"/> Violation of Safety Rules | <input type="checkbox"/> Other: _____ | |

RECOMMENDED CORRECTIVE ACTION:

Was Post-Accident Drug Test administered? Yes No Name of Hospital/Urgent Care Facility: _____

If YES ~Location: _____

If NO ~ Why? _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Person Completing Report: _____

Date: _____

Cherokee County



CHEROKEE COUNTY WORKERS' COMPENSATION AUTHORIZATION FOR TREATMENT

Employer: CHEROKEE COUNTY BOARD OF COMMISSIONERS

Employee Name: _____

Department: _____ **Date of Injury:** _____

Drug Testing Required: Yes

Type of Test: 10 Panel (non DOT)
 5 Panel (DOT only)

Employer Authorization for Treatment:

Name (print) **Title:** _____

Signature **Date** **Title**

Employer Contact Information: **Robert Alford – Email:** ralford@cherokeega.com
Director Risk MGT
Cherokee County BOC
1130 Bluffs Parkway
Canton, GA 30114
Office: 678-493-6019 ~ Cell 770-547-9293

Workers' Compensation Billing Information:
York Risk Services Group
P.O Box 183188
Columbus, OH 43218
1-877-366-9413
Local Adjuster ~667-260-5054

***PLEASE GIVE TO MEDICAL PROVIDER**



Physician's Report / Pharmacy Guide

MAILING ADDRESS: P.O. Box 13188 Columbus, OH 43218
877-366-9413 www.yorkrsg.com

EMPLOYER: Please complete the top section and give to the injured employee to take to his or her authorized treating physician. If you already have transitional duty job descriptions available, please attach a copy for the treating physician's review.

Name of Employee/Patient: Last: _____ First: _____

Date of Injury: _____

Name of Employer / Company: _____

Employer Signature: _____ Name of Doctor Chosen: _____

EMPLOYEE: Please take this form with you to an authorized treating physician. Please have the physician complete the middle section and return this immediately to your employer. The bottom section is for you to show the pharmacist should you need to have any prescriptions filled as prescribed by your authorized treating physician for this work related injury.

AUTHORIZED PHYSICIAN, PLEASE COMPLETE

Diagnosis: _____

A post accident drug test has been completed [] or [] has not been completed (check one)

In accordance with this patient's physical capability, check all that apply:

- [] May resume work immediately with no restrictions
[] May resume work immediately with the following restrictions:
[] Sedentary work (sitting, occasional walking, standing, lifting less than 10 pounds)
[] Light work (lifting less than 20 pounds)
[] Medium work (lifting less than 50 pounds)
[] Heavy work (lifting less than 100 pounds)
[] Normal shift
[] Limited hours per day: [] 2 hours; [] 4 hours; [] 6 hours
[] Other: _____

[] Repetitive Motion Restrictions (specific to hand/arm injuries):

Table with 4 columns: Frequency, Left, Right, Both. Rows include No Use, Occasional <33% of time, Frequent 34-66% of time, Regular 67-100% of time.

- [] Patient may return to work at full duty on (date): _____
[] Patient has a return appointment on (date): _____ at (time) _____

Please indicate any referrals that are required: _____

Physician's Signature

Date

Physician's Name (type or print)

Contact York Risk's Claim Department at 877-366-9413 for authorization for the referral.

PHARMACIST: Process all prescriptions through Optum for this patient. Contact Optum at (800) 547-3330 to establish eligibility.

DO NOT CHARGE THE PATIENT FOR THE PRESCRIPTION

Large table listing various pharmacies such as Walgreens, CVS, Rite Aid, Wal-Mart, Giant Eagle Pharmacies, Kroger, Meijer, Costco, Publix Super Markets, Albertsons, Farm Fresh, Access Health, Target, Leader Drug Stores, King Soopers, Medicap Pharmacies, Fred's Pharmacy, Brookshire's, Albertsons/Sav-On, Raley's, Hannaford Brothers, Hy-Vee, Ingles Markets, Aurora Pharmacy, True Care, Save Mart Supermarkets, Shopko Stores, Food Lion, Dillon Pharmacies, Life Check, United Supermarkets, Smith's Pharmacy, The Vons Companies, Sav-Mor Drug Stores, Pavilion Plaza Pharmacy, Kash N' Karry, Supervalu, Perimart, JH Harvey, Bi-Lo Pharmacy, Pamida Pharmacy, Wegmans, Kinney Drugs, Bioscrip, Spartan Stores, U Save Pharmacy, Randall's Food & Drug, Foodarama Supermarkets, Unity Pharmacies, City Market, Thrifty White, Super D Drugs, Tom Thumb Randall's Food & Drug, Pharmacy Express.





Optum
PO Box 152539
Tampa, FL 33684-2539

MAKING IT EASY... TO GET WORKERS' COMPENSATION PRESCRIPTIONS FILLED.

Optum has been chosen to manage your workers' compensation pharmacy benefits for your employer or their insurer. Below is your First Fill card that will allow you to receive your injury-related prescriptions at your local pharmacy. Please fill out the card based on the instructions below.

Injured Employee:



If you need a prescription filled for a work-related injury or illness, go to an Optum Tmesys® network pharmacy. Give this temporary card to the pharmacist. The pharmacist will fill your prescription at low or no cost to you.



If your workers' compensation claim is accepted, you will receive a more permanent pharmacy card in the mail. Please use that card for other work-related injury or illness prescriptions.



Most pharmacies, including Walgreens, our preferred provider, and all major chains, are included in the network. To find a network pharmacy call 1-888-764-1284 or visit tmesys.com.

Questions? Need Help?



1-888-764-1284

WORKERS' COMPENSATION PRESCRIPTION DRUG PROGRAM	
York Risk Services Group CARRIER/TPA	EMPLOYER
INJURED WORKER NAME	
Please provide directly to Pharmacist	
SOCIAL SECURITY NUMBER	DATE OF INJURY (YYMMDD)
DISTRIBUTED BY (SIGNATURE)	DATE
Notice to Cardholder: Present this card to the pharmacy to receive medication for your work-related injury. To locate a pharmacy: tmesys.com .	

Attention Pharmacists: Enter RxBIN, RxPCN and GROUP. Member ID # format is the date of injury and SSN combined as follows: YYMMDD123456789.

Tmesys is the designated PBM for this patient.

Tmesys Pharmacy Help Desk
1-888-764-1284

	<u>NDC</u>	or	<u>Envoy</u>
RxBIN	004261		002538
RxPCN	CAL	or	Envoy Acct. #
GROUP	YORKFF		

NOTE: This First Fill card is only valid for your workers' compensation injury or illness.



Employer:

Immediately upon receiving notice of injury, fill in the information above and give this form to the employee.

The following entities comprise the Optum Workers Compensation and Auto No Fault division: PMSI, LLC, dba Optum Workers Compensation Services of Florida; Progressive Medical, LLC, dba Optum Workers Compensation Services of Ohio; Cypress Care, Inc. dba Optum Workers Compensation Services of Georgia; Healthcare Solutions, Inc., dba Optum Healthcare Solutions of Georgia; Settlement Solutions, LLC, dba Optum Settlement Solutions; Procura Management, Inc., dba Optum Managed Care Services; Modern Medical, dba Optum Workers Compensation Medical Services, collectively and individually referred as "Optum."



IMP14-1614-204-YORKFF

PART 3

Resource Information

ACCIDENT WITNESS STATEMENT

TO BE COMPLETED BY THE WITNESS ONLY!

Injured Employee Name: _____

Witness Name: _____

Department: _____

Date of Accident: _____

Location: _____

Describe fully how accident occurred:

Describe Injury Sustained (be specific):

Recommendations on how to prevent this accident from occurring?

The above is factual to the best of my knowledge:

Name (Print)

Date

Signature

Cherokee County



EXPOSURE INCIDENT INVESTIGATION REPORT

Name of Employee: _____
(Last) (First)

Department: _____

Date of Incident: ____/____/____ Time of Incident: ____:____ AM PM

Location of Incident: _____

Source of Exposure: Blood Borne Skin Contact Airborne Other

Circumstances (work being performed, etc.):

Cause of Incident ~ (accident, equipment malfunction, etc.):

Personal Protective Equipment Being Used:

Actions Taken: (decontamination, clean-up, reporting, etc.)

Recommendation for Remedial Action:

Employee Signature

Date

Signature of Person Completing Report

Date

Cherokee County



INFORMATION FOR DENTAL RELATED INJURIES



If an employee suffers a job related dental injury, they may choose to see their own dentist. Please follow the procedures for Workers' Compensation medical injuries and utilize the authorization treatment form located in the Workers' Compensation packet.

BILLING INFO :

Workers' Compensation Third Party Administrator, York Risk Services Group ~ Local Adjuster ~ Phone 667-260-5054 ~ Mailing address: York Risk Services Group P.O. Box 183188, Columbus, OH 43218

CLAIM NUMBER: If you do not have a claim number, ask the Dentist to contact:

Robert Alford: RISK MGT:

Office ~ 678-493-6019 ~ Cell ~ 770-547-9293

Email: ralford@cherokeega.com

CHAPTER 6

FORMS

CHEROKEE COUNTY

SAFETY & HEALTH LESSON PLAN GUIDE

Department(s): _____

Date: _____

Supervisor: _____

TRAINING PROGRAM TITLE:	
TRAINING PURPOSE:	
VIDEO/SLIDES TO SHOW:	
DEMONSTRATION (if needed):	
DISCUSSION	
EMPLOYEE INPUT SOLICITED:	
SUMMARIZE MAIN POINTS:	
HANDOUTS:	
UNDERSTANDING OF TRAINING:	
COMMENTS:	

Employee Safety Training Record

Employee Name _____ Hire Date _____
Last First Middle Initial

Department _____ Supervisor _____

The following list of items to be reviewed with each newly hired Cherokee County employees by their immediate supervisor. Supervision within each department will determine which are applicable. The first eight is mandatory for all newly hired County employees.

GENERAL	DATE COMPLETED	EMPLOYEE INITIALS
1.		
2. Safety rules were reviewed with the employee, both County-wide and workplace specific.		
2. Review injury/accident reporting procedures.		
3. Review personal protective equipment, use, limitations and inspection.		
4. Review Hazard Communication Program, specific chemical hazards- if used in work area		
5. Review any job specific safety hazards.		
6. Review emergency procedures in event of fire, weather, active shooter, etc.		
7. Review location of first aid kits/other emergency equipment.		
8. Review County Personnel Policy Manual (sec. 7.7)		
AS APPLICABLE <small>Enter N/A if not applicable</small>	DATE	EMPLOYEE
	COMPLETED	INITIALS
9. Confined space program and procedures.		
10. Vehicle accident reporting procedures.		
11. Powered industrial lift truck policy and procedures.		
12. Hearing Conservation Program requirements.		
13. Lockout/Tagout procedures specific to workplace.		
14. Electrical Safety Related Work Practices.		
15. Blood borne pathogens/infection control.		
16. Material Handling/Proper Lifting Techniques.		
OTHER SPECIFIC EQUIPMENT/PROCEDURES/HAZARDS	DATE	EMPLOYEE
	COMPLETED	INITIALS
17.		
18.		
19.		
20.		

ACKNOWLEDGMENTS

I acknowledge that I received the information initialed on this sheet and will abide by all Cherokee County safety rules and regulations.

Employee Signature: _____ **Date:** _____

I have instructed/informed the abovenamed employee on all topics applicable to his/her workplace as listed on this checklist.

Supervisor Signature: _____ **Date:** _____

Employee Safety Training Checklist

continued

Recurring Training											
Course Title:	Period	Dates Conducted: (N/A if not applicable)									
CPR/ First Aid/AED	Annual										
Blood borne Pathogens	Annual										
Fire Extinguisher	Annual										
Respiratory Protection	Annual										
Industrial Lift Truck	3 yrs.										

Personal Protective Equipment

Issued to Employee

Circle all that
Apply:

Hard Hat
Safety Glasses
Goggles
Face Shield
Ear Protection

Reflective vest
Safety shoes
Protective gloves
Goggles/ face shield/ apron,
leather coat

Other:

Respiratory Equipment:

Equipment	Brand Name	Type / Model	Size	Canister Used (F applicable)
Respirator				
Respirator				
Respirator				
SCBA				
Dust Mask				
Gas Mask				

INSTRUCTIONS:

1. Employee receives safety orientation at hire.
2. Both employee and supervisor must sign.
3. Original form will be kept in Personnel file
4. All recurring training is to be documented on this form.