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| COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia | POLICY NUMBER: 32.1 through 32.3 | Page 1 of 2 |
| | SUPERSEDES: January 1, 2006 | DATE ISSUED: February 27, 2018 |
| SUBJECT: Occupational Injury/Death | AUTHORIZATION: Adopted by the Board of Supervisors February 27, 2018; to become effective February 27, 2018 | |

32.1 General Provisions

If an employee is injured, regardless of how minor the injury, the injury shall be reported through the Company Nurse Hotline within two (2) hours of the occurrence. Notice of serious injuries, requiring immediate medical attention, should be reported to the immediate supervisor and later confirmed by the Company Nurse report.

In the event that the injured employee is unable to call Company Nurse, it is the supervisor's responsibility to report the injury to the Company Nurse Hotline

The employee shall utilize the current workers' compensation panel of physicians when setting up the initial appointment with a doctor for initial treatment and subsequent treatment, thereafter. The panel physician will need to give the employee a referral to see a different doctor if deemed necessary..

The supervisor must immediately notify the Human Resources Office by emailing hr@princegeorgecountyva.gov when an employee has been transported to an emergency room, since employment verification by the hospital will be made through that office.

The County Administrator or designee must be notified of any lost time due to the injury. Upon returning to work after an injury, an employee must have a physician's statement releasing him/her to resume duties. The statement must identify if there any restrictions to the employee's duties based on the current job description.

After the injury has been thoroughly investigated by the County or its insurance carrier, the injured employee may be eligible for Worker's Compensation, pursuant to Virginia Statutes. All correspondence shall be maintained in the Human Resources Department. At no time should individual departments receive or maintain any workers' compensation documentation on the injured worker.

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32.2 Occupational Death

Subject to the terms of Virginia workers' compensation laws, the survivors or beneficiaries of an employee whose death results from the actual performance of his/her duties may be entitled to accidental death benefits.

32.3 Worker's Compensation

Refer to Section 26, Worker's Compensation Insurance