


<b>CHAPTER</b> Human Resources	<b>CHAPTER</b> 05	<b>SECTION</b> 001	<b>SUBJECT</b> 130
<b>SECTION</b> Personnel		<b>DESCRIPTION</b> Workers' Compensation/On-the-Job Injuries	
<b>WRITTEN BY</b> Michael K. Vizena, M.B.A. Executive Director	<b>REVISED BY</b> Amy Morrison, BS HR Supervisor	<b>AUTHORIZED BY</b>  10/12/23 Lauren Emmons, ACSW, CEO	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input type="checkbox"/> Provider Network	<input type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Lapeer County Community Mental Health (LCCMH) is committed to providing reasonable medical, surgical, and hospital services to any employee who received a personal injury arising out of, and in the course of, their employment.

**STANDARD:**

- A. Lapeer County is committed to providing prompt, competent medical services to maintain the health and welfare of its employees and provides such services at all times.

**PROCEDURES:**

- A. Employees report work-related injuries immediately.
- B. LCCMH staff follow the procedures outlined in the Lapeer County policy relating to workers' compensation and on-the-job injuries. These steps include:
  - 1. Reporting the incident to the immediate supervisor.

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2. Completing the Employee's Report of Injury form found in templates folder.
  3. Reporting the incident to the Human Resources Supervisor for treatment authorization.
  4. Being examined / treated by the County's designated provider.
- C. Copies of all report forms are retained at LCCMH and the original is taken to the County Administration office.
- D. Employees are required to use the County-approved clinic during the first twenty-eight days of treatment. Further details are set forth in the County's policy.
- E. Employees are expected to provide medical documentation of any disability related to workers' compensation to their immediate supervisor and to verify any continuing disability on a regular basis.

**REFERENCE:**

- Lapeer County Employee Report of Injury Form

**EXHIBIT:**

- County of Lapeer Policy Workers' Compensation / On-the-Job Injuries.

AM:lr

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This policy supersedes  
#05/08034 dated 05/23/2008.  
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