



Oak Ridge Schools

BUSINESS OFFICE

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Memorandum

To: All Employees
From: Jenifer Van Dyke, Finance Director *JVD*
Subject: Accident Prevention and Injury

Procedures Date: July 11, 2024

Oak Ridge Schools is committed to providing a safe, healthy environment for the employees and students it serves.

Establishing safer practices, policies, and procedures is not a one-time step, nor is it accomplished by directive, but it is a mind-set that must be consciously held by all employees during their everyday routine. It is incumbent upon each one of us to continually evaluate our safety habits and to strive to improve upon that performance for the system to be as effective as it can be.

The attached "Accident Prevention and Injury Procedures" outlines our accident prevention goals, procedures for on-the-job injuries and a provider panel. Please review this information carefully. It is the responsibility of all employees to educate themselves on safe practices and work together to carry out our jobs without accidents. By working together, we can ensure a safer workplace for the benefit of all.

/gj

Attachments

Accident Prevention & Injury Procedures

Introduction

Many employees feel accidents cannot be prevented. Stepping in a hole, pulling a muscle, getting debris in the eye, backing a vehicle into an object, or any accident is viewed as fate. However, the truth is very few accidents are not preventable. In most accidents, you can identify several factors that would prevent the accident. The following list offers some typical 'what if' situations to illustrate this point. Examples:

- If the employee had not left the object in the walk space.
- If the other employees who saw the object had removed it.
- If the employee who tripped over it had watched where he/she was going.
- If the supervisor had been more emphatic about being safe.
- If there had been better safety communication and rules.

Many employees believe they have more accidents because they work hard and get things done. The truth is being productive has no relationship to accidents. Some highly productive employees have many accidents and others have no accidents. How many accidents you have is determined by how serious you are about being safe and how attentive you are. If you get the job done and are careful at the same time, you get more done in the long run because you will not lose time straightening out the problems you would have had by not being safe.

Some employees believe small accidents are not worth trying to prevent. This is the most frightening myth of all. Even small accidents cost you and the school system valuable time and sometimes a great deal of money. Even if small accidents were not costly, you never know beforehand whether the small accident you were trying not to prevent might become much more serious than you expect. A muscle strain you were not worried about could become knee or back surgery. The debris you were not worried about getting in your eye could result in damaged vision. The tool you were not worried about gripping securely could hit your hand or an electrical contact you did not cover.

More importantly, the probability of a serious accident is directly related to the number of small accidents and near misses. The more often small accidents and near misses occur, the more often a serious accident or death occurs. Those who incur small accidents and near misses the most are the people most likely to suffer the serious accident or death.

A productive employee will always look for and be anxious to find a better way to do the job. That goes for safety as well as any other aspect of the job. Although every employee will make mistakes, productive employees do not make the same mistakes repeatedly. That goes for safety too.

Attending to and Reporting Injuries and Accidents

A. The first step in attending to an injury to an employee is determining if immediate medical attention is necessary and arranging for such attention.

If medical attention can wait, a supervisor should be notified first. The immediate supervisor will be notified of all injuries, and an online report must be submitted on the Tennessee Risk Management Trust (TNRMT) website (<http://tnrmt.com>) for all injuries according to the appropriate sections of this memorandum.

B. Acceptable Medical Care for Work Related Injuries

The Tennessee Workers' Compensation Act requires the system to specify physicians who employees may go to for on-the-job injuries. Deviations from this list below must be pre-approved by the TNRMT or the employee may be responsible for any charges.

1. If an injury is serious, an ambulance should be called, or the employee taken to Methodist Medical Center Emergency Room. The Emergency Room should not be used for non-emergencies when other providers are available since emergency room physicians do not provide complete care.
2. If an injury is not serious, but medical care is needed when other providers are available, the employee should select and go to one of the physicians on our Workers' Compensation Panel of Physicians. An "Employee's Choice of Physician" form will be provided to the employee by their supervisor when an injury occurs. The employee will select a physician from the Panel of Physicians listed and sign the form indicating that the employee has been made aware of the panel of physicians and made his selection from the panel. Send the original form and a copy of the online TNRMT submission to the Business Office, give a copy to the employee and retain a copy at the school/department level.

The approved Panel of Physicians for employees to go to for on-the-job injuries are:

Physicians Name	Phone	Address
CMG Healthworks Dr. Matthew Martin Hine	865-835-4320	988 Oak Ridge Turnpike Suite L-50 Oak Ridge, TN 37830
Fast Pace Jonathan Rey	865-687-0767	441 South Illinois Ave Oak Ridge, TN 37830
Well-Key Dr. Robin Huskey	865-429-4008	6606 Clinton Hwy Knoxville, TN 37912

3. Along with the Employee's Choice of Physician form, the following forms must be completed and signed.
 - Medical Authorization Form (signed by the employee)
 - Employee Accident Report (signed by the employee)
 - Accident Witness Report (signed by the witness)
 - Supervisor Accident Report (signed by the supervisor)

Send the original form to the Business Office and retain a copy at the school/department level. The completed and signed forms should also be emailed to TNRMT (wccclaims@tnrmt.com) for their records. *(The Business Office will send this email.)*

4. Any employee who is injured on-the-job may receive medical attention regardless of the severity. Employees should not wait until the end of the work shift or the following day to seek medical attention for a job-related injury. If medical attention is needed, it should be obtained as soon as practical after the injury occurs. Employees requiring injury leave will obtain a medical evaluation prior to returning to work. The medical evaluation will include review of injured employee's job description as well as a written report, which describes the employee's limitations in relation to specific job tasks.

C. Report of Accidents

The primary purpose of the Accident Report is to ensure reasonable steps are taken to prevent a similar accident from recurring. Indicating an accident was preventable does not necessarily mean anyone was negligent or unsafe; however, failing to evaluate the cause and take reasonable steps to prevent recurrence is negligent and unsafe.

1. All new claim reports must be submitted online at www.tnrmt.com by the employee's supervisor or workers' compensation designee, to TNRMT (1-888-743-4336) within one working day of knowledge of an injury. Send the original forms to the Business Office and retain a copy at the school/department level. The person completing the online submission will receive a summary email of the incident after the submission. *Please forward a copy of this email to Gayle Jones at jgjones@ortn.edu.*
2. All relevant sections of the online report should be filled out, reviewed, and signed by both the employee and the supervisor or Principal.
3. A Choice of Physician form must be filled out and signed by the employee. If the employee chooses not to seek medical attention the form still needs to be signed and on the choice of physician line the text "No medical treatment sought" should be entered. Send the original form to the Business Office, give a copy to the employee and retain a copy at the school/department level.
4. A Medical Authorization Form must be filled out and signed by the employee. Send the original form to the Business Office, give a copy to the employee and retain a copy at the school/department level.
5. Employee Accident Report must be filled out and signed by the employee. Send the original form to the Business Office, give a copy to the employee and retain a copy at the school/department level.
6. The Accident Witness Report must be filled out and signed by the witness if applicable. Send the original form to the Business Office, give a copy to the employee and retain a copy at the school/department level.

7. Supervisor Accident Investigation Report must be filled out and signed by the employee's supervisor. Send the original form to the Business Office, give a copy to the employee and retain a copy at the school/department level.
8. TNRMT must comply with timeframe requirements for state reporting and starting any benefit payments to employees. If they do not comply, they will be fined, in turn these fines will be passed along to Oak Ridge Schools. TNRMT cannot report in a timely manner without timeliness on our part!

D. Work Restrictions and Injury Leave

1. Oak Ridge Schools has the right to send an employee to a physician for the first or second opinions regarding the employee's physical condition and ability. Periodic medical re-evaluation may be required in certain cases.
2. It is the policy of Oak Ridge Schools to assign employees injured on the job to alternative light duties whenever practical rather than have the employee in a non-working status. Oak Ridge Schools will honor all restrictions recommended by a physician unless refuted by another qualified physician. Please refer to the following Administrative Procedure for additional information. "3.602 – Workers Comp"
https://www.ortn.edu/Admin_Procedures/AP_3602.pdf