



Uwharrie Charter Academy Standard Operating Procedure (SOP)	
Issued: 11/19/2002	Revised:
SUBJECT: Employee Injury Process and Investigation	

I. BACKGROUND AND RATIONALE

All employees are covered under Workers' Compensation laws, NC General Statute 115C-337, Article 23. If approved, payment is provided for medical expenses and partial income at no cost to you, if you are injured or contract an occupational disease in the course and scope of your job. Workers' Compensation claims are approved by our Workers' Compensation insurance carriers.

II. PURPOSE

The purpose of accident investigation is to develop information on the actual and contributing causes of accidents in order to prevent reoccurrence. No matter how conscientious the safety effort at Uwharrie Charter Academy, accidents are sometimes going to happen due to human or system error. Our goal is **to find and remove accident causes** and to make the School a safer place to work. Accident investigations help us meet that goal.

III. OBJECTIVES

To provide immediate action for all injuries:

- If a serious injury of illness occurs, immediately call Randolph County Police or SRO by dialing 911.
 - Give SRO or Police your name, the nature and severity of the medical problem, and the location of the victim. SRO or Police will provide immediate medical attention and will arrange transportation if necessary. The injury or illness must be documented with a Supervisor's Injury or Illness Report.
- If the injury is minor, an employee with First Aid training may provide First Aid. Administration of First Aid must be documented with a Supervisor's Injury or Illness Report.
 - SRO or Police can be helpful with administering first aid, as well as determining if further medical attention is needed.

IV. PROCESS

The investigation should begin by answering the questions: who, what, when, where, and how.

Various steps are involved in gathering this information including:

- Discussing the accident with the injured employee,
- Interviewing any witnesses to the accident,
- Inspection of the accident location,

- Your knowledge of operations and work methods,
- Review of maintenance and training records.

V. METHODS

A. Uwharrie Charter Responsibilities

To provide a safe working environment and provide training for all staff members.

B. Member Responsibilities

The Employee is required to report the injury to his/her supervisor as soon as possible after the incident/accident.

- At the time of the accident, immediately complete the “Employee Report of Injury” form and return it to your Data Manager or your supervisor.
- After notifying the Data Manager or your supervisor, if medical treatment other than first aid is necessary, go to the White Oak Urgent Care, 197 NC-42, Asheboro, NC 27203, 336-625-2560 with a form provided by UCA Human Resources.
- Provide your Supervisor and the Human Resources office your work status note provided by the White Oak Urgent Care provider as soon as possible.

C. Deans Responsibilities

- To assure that any injured employee is given immediate and proper medical care (as required) and that no one else can be injured.
- To complete UCA Accident report and attached statement documents for any injury and submit to Human Resources within 24 hours, no matter how small the injury may seem (First Aid).
- Instructions for the site-based Workers’ Compensation Contact Person through Human Resources:
- Print and provide to the Employee the “Employee Report of Injury”. Procedures Report of Injury Form (It can also be found on our Human Services web page.
- If an employee requires medical treatment, advise the employee of the Health care options for treatment. If the injury is an emergency, call 911. If 911 is called, call the Human Resources office immediately at 336-610-0818.
- Notify Human Resources of the injury and treatment details, including any restrictions, as soon as possible.

D. Human Resource Responsibilities

- To provide any documents/forms necessary for treatment or compensation (after completion of investigation).
- To receive paperwork from Dean and Employee and provide a medical form to be taken to local Urgent Care, requesting an evaluation and a drug screen.
- After receiving all information and completed investigation, complete Worker’s Compensation form if deemed necessary.

E. Finance Responsibilities

Ensure pay is correct based on employee category as provided by the Human Resource Department.

VI. NOTIFICATION AND COMMUNICATION

During Human Resource advertisement, initial hiring process, during contract signing, and update current webpage with pay scale posted. If certified or non-certified teacher has a question regarding

their pay or qualification, they should contact their Dean for initial support and then to the Human Resource department.