

**HACKETTSTOWN REGIONAL MEDICAL CENTER**  
**Administrative Policy and Procedure**

**SECTION: EMPLOYEE HEALTH**

**Number: EH-01**  
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**TITLE: EMPLOYEE INJURY/ILLNESS**

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**PURPOSE:**

To facilitate caring for employees who become injured or ill at work.

**POLICY:**

It is the policy of the Hospital to provide initial health care for employees who become ill while working or have a work-related illness or injury. Every precaution will be taken to prevent the transmission of communicable diseases between employees and patients.

**PROCEDURE:**

***Work-Related Illness/Injury***

1. The employee shall first notify the Supervisor/Manager/Administrative Coordinator of the work-related illness/injury.
2. The Supervisor/Manager shall assist the employee in completing the Employee Injury Report and sign it.
3. The employee shall take the injury report and report to the Employee Health Office. If the office is closed, if the injury is life threatening or if the injury/illness requires immediate medical attention, the employee shall go to the Emergency Room. Additionally, the employee is required to leave a message with the Employee Health Office with their name, date of incident and the details of the incident.
4. If the employee is seen in the Emergency Room, she/he shall contact the Employee Health Office as soon as possible following treatment.
5. The Employee Health Physician shall do any follow-up care needed, unless referral to a specialist is necessary. The Employee Health Nurse shall coordinate this.
6. If the employee is removed from duty for seven (7) or less calendar days, she/he can use any EIB time accumulated. The Employee Health Office and the Human Resources Department must authorize this. If the employee's EIB is empty, the employee may use any available AL time.

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7. If it is necessary for the employee to lose more than seven (7) days of work due a work-related illness/injury, the employee may be eligible to receive worker's compensation temporary wage benefits. This benefit is governed by the State of New Jersey and pays employees 70% of their average weekly wage up to a maximum amount. (In this event the employee may supplement this benefit by arranging to use any available EIB or AL time.) The Employee Health Office is responsible for submitting a claim.
8. Employees returning to work are required to provide a clearance note from their treating physician. If the employee is out of work more than thirty days a drug screen is required. If the physician indicates restrictions, the Director of Human Resources, the Employee Health Nurse and the employee's Supervisor/Manager will determine whether or not the Hospital can accommodate the work restrictions. Every effort will be made to accommodate an employee's return to work.
9. An employee who is away from work due to a work-related illness/injury is subject to the provisions of the Family Medical Leave Act (FMLA).

***Non-work Related Illness/Injury***

1. An employee who becomes ill while on duty shall notify their Supervisor/Manager/Administrative Coordinator. The employee shall be sent to the Employee Health Office. If the Employee Health Office is closed if the employee requires emergency medical attention or if the employee requests, the employee may be seen in the Emergency Room. The employee shall be responsible for any cost incurred.
2. If an employee has any signs of a communicable disease (rash, open wound, red eye, persistent cough, etc.), the employee shall be seen by the Employee Health nurse who will determine if restriction from work is necessary. If necessary, the employee will be referred to his/her personal physician for treatment.
3. An employee who is out of work due to any type of infectious process (communicable disease, boil, conjunctivitis, wound, rash, etc.) must be cleared by the Employee Health Office before resuming their duties. A note from the employee's physician clearing them to return to work may be required.
4. If the employee has a note from their personal physician stating work restrictions, the Director of Human Resources, the Employee Health Nurse and the employee's Supervisor/Manager shall meet to discuss this possibility.

***Exposure to Infectious Disease while on Duty***

1. The employee, the employee's Supervisor/Manager or the Infection Control Practitioner shall notify the Employee Health Office of the possible exposure.
2. The Employee Health nurse will consult with the Employee Health physician concerning the appropriate follow up.
3. The Employee Health physician will be responsible for determining treatment and work restriction if any. In the Employee Health physician's absence, the Emergency Room physician assumes this responsibility.
4. The Employee Health Office alerts the Infection Control Practitioner of any infection control issues found in the day-to-day activities of the Employee Health Office.