

GRAND FORKS COUNTY
POLICY MANUAL

POLICY NO. 106-03

Eff. 2/21/12

RISK MANAGEMENT PROGRAM

Page 1 of 2

Safety is a primary concern for all of our employees. Department Managers are required to provide risk management training to all new employees and annually thereafter. Employees who feel that an unsafe condition exists, have a near miss, or injure themselves are required to fill out the necessary risk forms.

Employees can go to www.workforcesafety.com to document and make the early reporting requirements for incidents and first report of injury. (See the Appendix for step-by-step procedures.)

On the job injuries and accidents that may require worker's compensation notification must be reported within 24 hours of the incident. This includes notification to your supervisor and/or Department Manager who will assist with the early on-line reporting procedures for appropriate notice to Workforce Safety. Copies of the first report of injury will be provided to the Risk Manager who will then forward copies to the Finance and Tax Department.

In the event that an employee is permanently or temporarily disabled on the job, the employee may use sick or vacation leave for the first week of absence. Workforce Safety Insurance will then determine the extent of the injury and appropriate compensation. The combination of payments made by Workforce Safety Insurance and Grand Forks County to the injured employee shall not exceed 100% of the employee's pay classification. This rate will be determined by the Finance and Tax Department in accordance with Grand Forks County policy. Any payments made in excess of the employee's classification will be rendered back to Grand Forks County.

In the event the employee is injured and is without accrued sick and vacation time, compensation for their specific classification will be determined by Workforce Safety until their return to work has been determined.

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 106-03

Eff. 2/21/12

RISK MANAGEMENT PROGRAM

Page 2 of 2

If breaks are used to conduct non-work related activities away from the employer's premises, no workforce safety coverage is available.

No talking or texting on cell phones in county-owned vehicles or in privately owned vehicles being used on county business is allowed unless the employee utilizes a blue-tooth device to allow "hands-free driving" capabilities.