

# WORKERS COMPENSATION

**SOURCE: DEPARTMENT OF ADMINISTRATIVE SERVICES, OHIO BUREAU OF WORKERS' COMPENSATION & OHIO EPA ADMINISTRATION**

**CONTACT: PROGRAM SAFETY COORDINATOR**

## **Workers' Compensation Policy:**

1. Worker's Compensation is provided to all Ohio EPA employees in the event of death, injury, or occupational diseases occurring during the course of their employment with the Agency. The Ohio Department of Administrative Services (DAS) through their Third-Party Administrator, Sedgwick CMS, has the responsibility for administering employee claims and is authorized to review and certify claims for the State of Ohio. The Agency Program Safety Coordinator will act as liaison between the Bureau of Worker's Compensation (BWC), Sedgwick CMS and Ohio EPA employees.
2. Employees will report incidents within 24 hours to their supervisor or manager, by documenting the incident on form ADM 4303. If the employee is unable to complete the ADM 4303 form, the supervisor and/or Program Safety Coordinator will complete it in their absence.
3. The employee's supervisor will investigate the incident and report all findings on the supervisors section on the ADM 4303 form. Supervisors will submit the completed ADM 4303 form to the Agency Program Safety Coordinator within 48 hours after receiving word of the accident.
4. Attending physicians will complete their own form (C-86) and submit it to our Managed Care Organization (MCO), CompManagement Health Systems. The Agency Program Safety Coordinator will forward the employee's accident forms to our MCO for processing.
5. Injured employees may use accumulated leave, and/or request payment for loss of time under the Workers' Compensation Act. Vacation and personal leave may be used while waiting for Workers' Compensation benefits approval, however, BWC will not pay benefits if sick leave is used during the same period of disability.
6. The reporting procedures for this Policy can be found in the Labor & Safety intranet Web site at <http://epaintra.epa.state.oh.us/ols>

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