

County of Cumberland Board of Chosen Freeholders	Policy Number: 4.18	Pages: 1 of 3
Chapter: General Procedures	Effective Date: January 13, 2005 Supersedes Policy #4.18 Dated 3/10/1994 3/11/1999	
Subject: Workers' Compensation		

I. POLICY:

The County of Cumberland shall provide for the payment of workers' compensation under the provisions of the New Jersey Labor and Workers' Compensation Act, R.S. 34:15-1 et seq. and N.J.S.A. 34:6A-25 et seq. Public Employer's Occupational Safety and Health Act. The County shall create a "Workers' Compensation Insurance Fund" for the payment of obligations.

II. DEFINITIONS:

NONE

III. PROCEDURE:

A. Report of Injury/Illness:

Employees must immediately report a job-related injury/illness to the supervisor. Department Heads shall insure that:

1. The County Human Resources Office is immediately notified so that case management can commence.
2. The injured employee fills out the "Employee's Report" form (#WC.3) within 48 hours of the occurrence.
3. The supervisor investigates the reported injury/illness and fills out the "Supervisor's Report" (#WC.4).
4. The "Employer's First Report of Accidental Injury or Occupational Illness" is completely filled out.
5. The employee is given the instruction sheet, (#WC-1) containing list of panel physicians and the employee signs the "Occupational Injury/Illness Notice" (#WC-2) affirming the employee received same and understands the procedure.

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6. Public employee fatalities or in-patient hospitalizations of three (3) or more employees shall be reported orally and in writing, within (8) eight hours of occurrence to the New Jersey Commissioner of Labor or his/her designee.
  - a. In the event that the individual responsible for reporting is not sure as to whether the incident is work-related or not, a report is to be made.
  - b. Oral reports shall be made directly to the 24 hour hotline number, (800)624-1644.
  - c. Written report shall mean the execution of the Employee's First Report of Accidental Injury or Occupational Disease. The completed form shall be faxed to the Office of Public Employees' Occupational Safety & Health. Fax # (609) 292-3749
  - d. Failure to properly follow reporting procedures may subject the County to a fine of \$250.00/day and administrative penalties of up to \$70,000.00 per violation.
7. All required forms are forwarded to the County Human Resources Office within four working days of the injury or illness.

B. Accident Review Committee:

All reports of occupational injury/illness shall be forwarded to the Accident Review Committee via the County Human Resources Office.

1. The Accident Review Committee shall:
  - a. Review all reports of occupational injuries or illnesses.
  - b. Make recommendations for the prevention of injuries/illnesses.
  - c. Monitor the progress of employees on Workers' Compensation.
2. Department heads or their designee shall attend Accident Review Meeting when required.

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3. Departmental representatives must be familiar with all facts concerning the injury/illness and investigation of same.

C. Fraudulent Claims:

Department Heads who have information or suspect an employee misrepresented the facts or the extent of an occupational injury/illness shall appear before the Accident Review Committee and report same. If appropriate, the committee shall order an investigation into the matter. Employees who report fraudulent claims may be referred to the Cumberland County Prosecutor's Office for prosecution.