



# Haverhill

Human Resources Department, Room 306

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## Reporting a Work-Related Injury (For All NON-Public Safety Employees)

- ❖ Employee must report the injury to his/her immediate supervisor or department head **as soon as possible**.
- ❖ If the injury is not urgent but necessitates medical attention, the employee should report to Anna Jaques Occupational Health Center (Amesbury location) for treatment of injuries that occur during the hours of 8:00 a.m.-4:30 p.m. Monday-Wednesday or 7:00 a.m.-3:30 pm Thursday-Friday. It would be helpful if a representative from the employee's department called the Anna Jaques Occupational Health Center (attachment #1) prior to sending the employee. If an injury occurs after the listed hours, the employee should go to the nearest emergency room. If an employee visits any other emergency room other than Anna Jaques Hospital, then a medical authorization form (attachment #5) must be filled out and completed.
- ❖ If an injury is **severe AND requires immediate attention**, then the employee should go to the nearest emergency room. Follow up with the Anna Jaques Occupational Health Center will take place.
- ❖ If the treatment/diagnosis requires the individual to be out of work, it will be indicated on the paperwork (Sample copy-attachment #2).
- ❖ If the employee is going to be out **for less than 5** work days or has been returned to modified/light duty status, a *Form 118* (attachment #3) and a Medical Authorization form (attachment #5) must be completed (if applicable).
- ❖ If the employee is going to be out **for 5 or more** work days, a *Form 101* (attachment #4) and a Medical Authorization form (attachment #5) must be completed (if applicable). This will result in the employee being placed on Worker's Compensation Claim (they will be paid 60% of their regular pay).
- ❖ Please note that the first five days of an injury must be covered by the employee's own sick time. The day of the injury is considered a regular work day and the first full day after the incident begins the sick leave.

Even if the employee does not require medical attention, the incident should still be reported on a Form 118 as a Report Only claim.

Forms need to be completed by someone in the office – **Not** the employee hurt or injured. The preparer should take the info from the employee and then complete the form – it doesn't mean that you agree with the information but that you are reporting the information received.

All forms should be forwarded to HR at City Hall Room 306 either through interoffice mail or email and will be processed by HR online through the CCMSI site. If forms are filled out through the website, they can be saved as a new document and kept for reference on your computer.

Please review the forms enclosed. They will be available on the city website at [www.ci.haverhill.ma.us/departments/hr/injury\\_forms](http://www.ci.haverhill.ma.us/departments/hr/injury_forms) or can be emailed upon request.

If you have any questions or problems, please contact us at:

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