



# Haverhill

Human Resources Department, Room 306  
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## PROTOCOL FOR REPORTING WORKERS COMPENSATION ACCIDENTS/INCIDENTS FOR STAFF MEMBERS/EMPLOYEES/VOLUNTEERS ONLY (No Visitors/Constituents/Students)

All employee accidents/injuries should be reported to the Principal/Department Head/Supervisor immediately.

Inform your building staff members as to the individual responsible for the coordination of all Workers Compensation paperwork (usually a member of the clerical staff).

If an accident occurs during normal work hours and the injury is not urgent but necessitates medical attention is necessary, all employees should be referred to the Anna Jaques Occupational Health Department Amesbury, MA (see attachment #1).

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.

The clerk should call Occupational Health to inform them medical attention is necessary and the employee is en route.

If an injury is considered **severe AND requires immediate attention**, immediately refer the employee to the nearest Emergency Room for medical attention. 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).

The first five (5) days of an employee's injury is charged to the employee's sick leave accrual balance if they are not able to return to work. The day of the injury is considered a regular work day and the first full day after the incident begins the sick leave.

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

Employees are allowed to seek medical attention elsewhere but they MUST provide the medical notes from the treating physician. Follow up with Occupational Health will/can take place.

School nurses can assist or make the employee comfortable but they are NOT responsible for the completion of any Workers Compensation forms.



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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.

When the appropriate forms are completed, a Principal, Department Head, and/or Supervisor should initial the appropriate Workers Compensation Form(s) for accuracy of facts before it is sent to the Human Resources Office, Room #306, City Hall.

When an employee is out of work on claim status (more than 5 days of lost time), it is recommended that you communicate with the injured employee on a regular basis during his/her recuperation period.

When asked, be creative when crafting modified job duties for returning employee(s) to modified duty assignments.

Never state that we do not have modified duty assignments available.

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 and kept for reference on your computer.

Forms are 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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