

Town of Milton
Work-Related Incident/Accident Procedures
Revised – March 8, 2010

This document establishes procedures when a work-related incident/accident occurs:

- **Reporting Requirements:** for all work-related incidents/accidents when an injury occurs and when treated via first aid or actual medical treatment in the form of a visit to a Medical Provider.

- **Medical Treatment:** the Town has designated a Medical Provider for all Workers' Compensation injuries, in compliance with Rule 12 of the Vermont Workers' Compensation Rules. It is vitally important the injured Employee receives the necessary medical care immediately.

- **Incident/Accident Investigation:** outlines *some* of the specific procedures to be used in reporting, recording and the follow-up of work-related injuries. The Town of Milton Incident/Accident Investigation Policy and Form must be used to investigate Employee injuries and is incorporated into this document by reference.

- **Return to Work Program:** outlines what is required of the Employee to return to work.

- **Refusal of Modified Duties Offer:** details what happens if the Employee refuses an offer of Modified Duties.

- **Review Process:** the review process of Modified Duty work assignments.

- **Contact Information:** Town of Milton Contact Information.

- **Where to Go For Treatment:** details where to seek treatment for a work-related injury.

Nothing in this document amends or changes existing contractual rights, obligations or language. Rather, it is intended to enhance the Town of Milton's ability to prevent injuries, manage workers' compensation claims in accordance with regulatory requirements and obtain the best medical outcome for Employees who experience a work-related injury.

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Medical Treatment

- The purpose of seeking medical attention is to treat the injury and to determine if the Employee is able to return to work, and if so, with or without restrictions.
- Whenever an injury warrants treatment that is **more than basic first aid that can be self-administered**, Employees shall obtain evaluation and treatment from the Town's Designated Medical Provider listed in this document. The Immediate Supervisor or Department/Division Head **will call** the Town **Designated Medical Provider** in advance **to advise** of their impending **arrival**.
- In cases where **emergency medical treatment** is required, 9-1-1 shall be called and the injured Employee taken to the appropriate emergency medical facility.
- When non-emergent treatment is required outside of the Town Designated Medical Provider's office hours, Employees shall utilize the Fast Track/Clinic facility at the Fletcher Allen Health Care in Burlington, Fletcher Allen Health Care (Fanny Allen Campus in Colchester or the Northwestern Medical Center in St. Albans.
- In situations where an Employee desires to see an alternate Medical Provider, they may do so **after** seeing the Town's Designated Medical Provider listed in this document. After the Employee's first Designated Medical Provider visit they may select their own Medical Provider if they meet the following condition: A Vermont Department of Labor Form 8 – Notice of Intent to Change Health Care Providers (VT Department of Labor – Workers' Compensation Division) must be completed setting forth the reasons for dissatisfaction with the Town's Designated Medical Provider and identifying the Medical Provider they intend to seek evaluation and treatment from.
- In all cases where medical treatment is obtained from a Medical Provider, the Provider shall utilize a Work Capabilities Form to document the current work abilities and restrictions (if any). An acceptable form is the Vermont Department of Labor Form 20 – Work Capabilities Form or equivalent. Employees may request a Form 20 from the Human Resources Coordinator.
- If an Employee does not return to work after their initial visit to the Medical Provider, at their next medical appointment the Employee will inform and provide to the Medical Provider a copy of the Town's Return to Work Program and a copy of the Employee's regular job description that identifies the essential functions of the job and its requirements.

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Return to Work Program

The Town of Milton will allow Employees who have been injured on the job to return to work in a timely and safe manner. The Town will make every reasonable effort to provide suitable and available employment to every Employee who is unable to perform their duties following a workplace injury. A copy of this Return to Work Program has been provided to the Town's Designated Medical Provider for reference and to expedite the Return to Work process.

Only work considered to be meaningful and productive shall be considered for use in the Return to Work Program.

- When possible and appropriate, modified work assignments will be made available to Employees as a positive means of rehabilitation following a disabling work injury. These temporary assignments will allow Employees to maintain wage stability and provide the Town the opportunities to maintain the workforce. In no case will Modified Duty work assignments under this policy be considered as a permanent re-assignment to a "new job".

Procedure

- When the Employee is able to return to work, the Medical Provider will provide documentation to the Town indicating initial prognosis, specific restrictions and the duration of those restrictions. Clarification regarding restrictions may be required of the treating Medical Provider. The Medical Provider shall utilize a Work Capabilities Form to document the current work abilities and restrictions (if any). An acceptable form is the Vermont Department of Labor Form 20 or equivalent. Employees may request a Form 20 from the Human Resources Coordinator.
- As soon as practicable, the Department/Division Head in consultation with the Town Manager will determine from the information provided by the Medical Provider, if a temporary Modified Duty work assignment can be offered. It should be understood there may be instances in which the Town will not be able to offer a Modified Duty work assignment. In addition, the length of Modified Duty work assignments may be limited in duration depending on the availability of suitable work and at the Town Manager's discretion (see the Review Process Section of this document).
- If the Employee's regular Department is unable to meet the Employees need for Modified Duty work, the Employee's Department will be responsible for payment of the Employee's salary and benefits while the Employee is performing a Modified Duty work assignment in a different Department which has been able to meet the Employee's need for Modified Duty work.

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Addresses & Telephone Number

Town of Milton
43 Bombardier Road
Milton, VT 05468-3205

Human Resources Coordinator 891-8020
Town Manager's Office 893-6655

Where to Go For Treatment

Emergency

In case of an emergency call **9-1-1**

Non-Emergency

Northwestern Occupational Health Walk-In Clinic **847-4322**
(Town of Milton – Designated Medical Provider)
Just off Exit 18 of Interstate 89
927 Ethan Allen Highway – Suite 2
Georgia, VT 05468

Hours: Monday – Friday 7 AM – 7 PM
 Saturday 8 AM – 2 PM
 Holiday Hours - call 524-8911

For Non-Emergency Care After the Hours of the Town Designated Medical Provider

Fletcher Allen Health Care **847-2424**
Emergency Department – Fast Track/Clinic
111 Colchester Avenue
Burlington VT 05401

Fletcher Allen Health Care **847-1170**
Fanny Allen Campus – Fast Track/Clinic
790 College Parkway
Colchester VT 05446

Northwestern Medical Center **524-1037**
Emergency Department – Fast Track Clinic
133 Fairfield Street
St. Albans VT 05478