

ACCIDENTS

It is the policy of CTA to report all accidents to the appropriate insurance companies and department directors of CTA and to cooperate fully in any investigations. ***A drug test may be required any time an accident occurs while on the job.*** Managers should take the following actions ***immediately*** after being informed of an accident:

Vehicle Accidents/Incidents -

The CTA employee will notify dispatch **at once** that an accident has occurred so that proper notification to local police departments and/or emergency medical authorities can be given. Provide aid and comfort to the injured without risking further injury. CTA will send personnel for investigation. Accident Packets are placed in all CTA vehicles for your use. Refer to your supervisor or the departmental guides for applicable procedures.

On Site Accidents –

Workers Compensation Claims

Employees suffering on-the-job injury may be entitled to Worker's Compensation Benefits as set by State Guidelines. No compensation is allowed for the first five (5) days of disability, except medical benefits. If the injury results in disability of fourteen (14) days or more, the compensation shall be allowed from the date of disability. The work comp carrier will then compensate the employee.

CTA will continue paying its appropriate portion of the employee's health and life insurance premium while the employee is out on worker's comp and continues to be employed by CTA. The employee must pay the premium for his or her dependents if coverage is to remain in force.

1. All reports of accident/injury **should** be made to the department director or supervisor **at once** but under no circumstance more than **3 days** from the time of the incident. Employees that fail to file a timely report can face disciplinary action.
2. When reporting to the supervisor, employees should complete and sign the work comp incident report. These completed forms should then be immediately given to the Personnel Coordinator for processing.
3. Every employee must call his or her immediate supervisor weekly when out on extended work comp benefits.
4. Work comp absences that are FMLA-qualifying and of employees eligible for FMLA Leave will be counted as part of the employee's annual FMLA Leave entitlement.

Worker's Comp Benefits Could Be Affected If Employee Willfully Fails To Follow The Rules For Safety Or Fails To Use The Personal Protective Equipment Or Safety Devices That Are Provided For Employee's Protection.