

RISK MANAGEMENT**1.10.1****A. WORKERS' COMPENSATION****1. Reporting Procedure**

- a. Any employee who is injured while on duty must immediately report the injury to his or her supervisor. The supervisor will provide the employee with the appropriate forms and turn the completed forms into Human Resources within 24 hours of the injury. In the event the employee is physically incapacitated, the supervisor shall complete and forward all forms and reports to Human Resources within 24 hours following the injury.
- b. The supervisor or Human Resources personnel may authorize medical treatment for the employee at the City's industrial medical clinic. An employee may seek medical treatment from his or her own physician if they have been previously designated and on file in Human Resources.