

GUAM POWER AUTHORITY Standard Operating Procedure		No.: SOP-062
		Prepared By: <i>Crisostomo</i> J.C. Crisostomo, Safety Administrator
Title: REPORTING OF OCCUPATIONAL INJURY / ILLNESS		Approved By: <i>[Signature]</i> JOAQUIN C. FLORES, P.E., GEN MGR
Effective Date: 9/15/11	Supersedes No. SP-062 dated 5/12/10	Page 1 of 5

I. PURPOSE

To establish a procedure for reporting work-related injuries or illnesses.

II. SCOPE

This procedure shall apply to all occupationally injured or ill GPA personnel.

III. DEFINITIONS

- A. **Form GWC-101.a (Appendix 1):** A Workers' Compensation Commission, (WCC) reporting format authorizing medical professionals (licensed practicing physicians), to render medical treatment to an employee for an ailment considered to be job-related. Block 10 of this form must be signed and titled by the employee's Superintendent, Division Manager, or the Safety Administrator.
- B. **Form GWC-101.b (Appendix 2):** The reverse side of GWC-101.a, pertains to the physician's report on the injury/illness and treatment of an employee; it also states the prescribed work status, and/or work limitation of the injured/ill employee.
- C. **Major Injury / Illness:** An incident involving a fatality, or hospitalization of three or more employees.
- D. **Minor Injury / Illness:** An incident involving no fatality, or hospitalization of less than three employees.
- E. **Occupational Injury:** Any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from an exposure involving a single incident in the work environment.
- F. **Occupational Illness:** Any abnormal condition or disorder of an employee caused by exposure to environmental factors associated with employment.

IV. GENERAL

The accurate and timely submission of the Supervisor's Occupational Injury/Illness Report (**Appendix 3**), as well as Form GWC-101.a and Form GWC-101.b are essential. These provide critical data required for:

1. The preparation and submission of other reports;
2. Compliance with federal and local regulations regarding record keeping of occupational injury/illness incidents;
3. Payment of monetary benefits due Authority employees because of work-related disability;
4. Authorization of payments for medical treatment, physician's fee, prescription drugs, hospitalization, etc.;
5. The preparation and use of medical care "referrals" for proper follow-up of an occupationally injured/ill employee.

V. RESPONSIBILITIES

A. The injured employee shall:

1. Report any work-related injury or illness, regardless of severity, immediately to his/her immediate supervisor or superintendent.
2. Seek medical attention promptly.
3. Present Form GWC-101.a and Form GWC-101.b to the hospital, clinic, or physician, providing medical examination or treatment.
4. Upon completion of medical treatment, report directly to the Safety Office and submit any and all other documents from the attending physician regarding the injury/illness. The Safety Office will provide needed copies for the employee's record/file.
5. Submit a personal written statement, regarding the incident - a brief description of what, where, when, and how the injury/illness took place - to his/her immediate supervisor, or superintendent as soon as possible after receipt of medical treatment; if unable to do so because of disability, he/she shall dictate it to his/her immediate supervisor or superintendent, who shall put it in writing and forward a copy to the Safety Office.

NOTE: Employees who may have experienced an injury on the job but did not experience discomfort until after reaching home shall immediately contact his/her supervisor on the shift, or notify PSCC to contact the duty safety inspector.

B. The Immediate Supervisor Shall:

1. Ensure that any employee sustaining an injury or illness, on the job, receives immediate medical attention.
2. Arrange for the most appropriate mode of transportation to transport the injured/ill employee to a medical facility. If the employee is transported by Ambulance, the Supervisor or other designated individual will accompany the employee in the ambulance or immediately follow in an official or private vehicle.
3. Ensure that sufficient quantities of Form GWC-101.a and Form GWC-101.b are readily available at all times. (The Safety Office will provide blank forms upon request).
4. Ensure that a copy of Form GWC-101.a and Form GWC-101.b signed by the Section/Division's Superintendent or Manager, accompanies a work-related injured or ill employee seeking medical attention, when possible, or delivered to the attending medical facility.
- *5. Ensure that blocks 5 thru 9, & 12 of Form GWC-101.a are properly filled out prior to issuing the form to the doctor, clinic, or hospital providing medical treatment.
- #6. Remain at the hospital until he/she has ascertained the nature and degree of injury and the disposition of the case (hospitalized, sent home, returned to work, work limitations, etc.). If this is of unusually long duration, arrange to be at the hospital when information is first available.
7. Conduct the initial investigation of a job-related injury or illness incident in his/her area and utilize the findings to complete and submit the "Supervisor's Occupational Injury/Illness Report" to the Safety Office.
 - a. Minor Injury/Illness – Reports must be in the Safety Office within four workdays after an incident.
 - b. Major Injury/Illness – The Safety Office must be notified verbally within eight hours, and a written report (**Appendix 3**) submitted within 24 hours.
8. Ensure that any injured/ill employee returning to work after medical treatment, or from recovery of a disability, is not accepted into the workplace or assigned any work, unless:
 - a. The employee has been seen and interviewed by the Safety Office to properly document being cleared to return to work.

- b. The Safety Administrator or his designated representative will notify the Immediate Supervisor, Superintendent, or Division Manager, in writing, that said employee has been cleared to assume job duties. The notification shall state the type of work activity, and other pertinent information (**Appendix 4**).
9. Ensure that an injured/ill employee's personal statement of the incident together with the "Supervisor's Occupational Injury/Illness Report" are forwarded to the Safety Office within the prescribed time periods.

NOTE: After normal working hours, PSCC must be notified of any accident, injury or illness on the job, and for any request for assistance (GPD, ambulance, etc.).

C. PSCC (Power Systems Control Center) shall:

1. Contact appropriate outside Department(s) for assistance as needed (GFD, GPD, Ambulance, etc.)
2. Notify GPA Management as dictated by the nature or severity of the incident.
3. Notify Safety of the nature and location of the incident.
4. Provide any other assistance as requested.

#D. Safety Division shall:

1. Respond to the accident site or location of the injured party (if any).
2. Assist with the post accident Drug Urinalysis and /or Alcohol Level Testing when required.
3. Interview any witnesses and direct all parties involved to provide written statement of event.
4. Conduct an investigation into the circumstances of the incident to determine the causal factors and corrective actions.
5. Submit finalized report to the injured employee's Division Manager, with copies to the General Manager and employee's Workers' Compensation file.
6. Provide a copy of the final report, with all appropriate attachments (WCC Forms), to the Department of Labor's Workers' Compensation Commission when required.

VI. Light Duty Status and Overtime Work. An employee on light/restricted duty status shall be allowed to work overtime with conditions:

1. The employee and the supervisor assigning the task, certifies in writing, acknowledgement of the employee's restrictions/limitations imposed by the physician.
2. That the duties to be performed by the employee are in compliance with the physician's recommendations.
3. All overtime requests for employees with medical conditions, restrictions, and limitations must be reviewed by the Safety or Human Resources office before performing such work. The Safety or Human Resources office will forward recommendations to the General Manager's office for final approval.

Distribution: A, B, C