

# WORKERS COMPENSATION

**SOURCE: DEPARTMENT OF ADMINISTRATIVE SERVICES & OHIO EPA ADMINISTRATION**

**CONTACT: SAFETY PROGRAM COORDINATOR**

## **Workers Compensation Policy:**

1. Worker's Compensation is provided to Ohio EPA employees in the event of death, injury, or occupational diseases occurring during the course of their employment. The Ohio Department of Administrative Services (DAS) through their Third-Party Administrator, Sedgwick, CMS, has the responsibility of administering employee occupational injury or disease claims. Sedgwick CMS is authorized to review and certify claims for the State of Ohio. Ohio EPA Agency Safety Program Coordinator will act as liaison between the Bureau of Worker's Compensation (BWC), Sedgwick CMS and Ohio EPA employees.
2. Employees will report incidents to their supervisor as soon as possible. They will document the incident on form ADM 4303 and submit it to their supervisor.
3. Employees supervisor will investigate the incident and report all findings on the Supervisor's Accident Report, form DIR 1202. Supervisors will submit forms ADM 4303 and DIR 2102 to the Agency Safety Program Coordinator as soon as possible.
4. The ADM 4303 form will be completed by claimants when medical expenses are involved. Attending physicians will complete their own form (C-86) and submit it to our Managed Care Organization (MCO), CompManagement Health Systems. The Agency Safety Program Coordinator will forward the employee's forms to our MCO for processing.
5. Injured employees may use accumulated leave, and/or request payment for loss of time under the Workers Compensation Act. Vacation and personal leave may be paid over the same period as Workers Compensation benefits. However, sick leave cannot be paid over the same period of disability.
6. The reporting procedures for this Policy can be found in the Labor & Safety intranet web site at <http://epaintra.epa.state.oh.us/ols>.

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