

INJURY ON THE JOB

Any employee injured at a job site or on job-related duty should be provided a form by the site supervisor and must report the injury as soon as possible to the Division/Department Director or the Pastor/Parochial Administrator/Parish Life Director who will then report the injury to the Diocesan Insurance and Benefits Office. Such injuries are normally covered by Workers' Compensation Insurance.

An employee injured at a job site or on a job related duty can designate a personal physician to treat them in the event of a worker's compensation injury, if they have previously completed a Worker's Compensation Treatment Form (see Appendix D-18).

If an employee notes any potentially dangerous conditions, these should also be reported to the Division/Department Director or the Pastor/Parochial Administrator/Parish Life Director. At the Chancery, a written report of any such conditions should be sent to the Facilities, Planning and Services Department.