

**CITY OF COMMERCE  
ADMINISTRATIVE POLICIES**

**ON-THE-JOB INJURY OR ILLNESS**

**1.0 PURPOSE**

To establish a policy to handle on-the-job injuries or illnesses.

**2.0 POLICY**

- 2.1 The City will provide for the treatment and care of one-the-job injuries and illnesses as provided by the State Workers' Compensation laws.
- 2.2 Any incident involving a City employee should be reported to that employee's supervisor immediately.
- 2.3 The supervisor will ensure that the employee has transportation to receive medical care.
- 2.4 When possible the employee should be taken to Live Oak Professional Center, 1705 Live Oak St., Commerce.
- 2.5 Major medical care should be taken to Presbyterian Hospital, 2900 Sterling Hart Drive or an ambulance should be called.
- 2.6 Employees should be taken for medical attention as soon as possible.
- 2.7 The employee will receive initial treatment and will be advised by the attending physician as to the need for further treatment and when to report back to work.
- 2.8 Follow-up treatment may be referred to the employee's private physician.
- 2.9 The employee must report to the Accounting Supervisor to complete forms on all injuries requiring medical attention.
- 2.10 The supervisor should provide additional information as needed.
- 2.11 Additional reporting information should be recorded as described in the Administrative Policy on WORKERS' COMPENSATION.

**EFFECTIVE: 06-01-97**

**LAST REVISED: 09-20-94**

**CITY MANAGER APPROVAL:**

  
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