



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
STATE EMPLOYEES WORKERS' COMPENSATION
One Capitol Hill
Providence, RI 02908-5866

I. AGENCY AND STATE EMPLOYEES WORKERS' COMPENSATION (SEWC) PRACTICE GOALS

- A. The State of Rhode Island is committed to providing a safe and healthy work environment to all employees.
- B. Employees who become ill or sustain injuries arising out of the course and in the scope of employment receive assessment and treatment, if appropriate, to ensure recovery and a prompt return to work.
- C. Workers' Compensation benefits are provided in accordance with Rhode Island law. This is accomplished by:
 - 1. Affirmative efforts of the Department Directors or designees to prevent employee injuries;
 - 2. Prompt diagnosis and treatment of work-related illnesses and injuries;
 - 3. Timely submission and analysis of accident/incident reports.

II. AGENCY/SEWC BEST PRACTICES:

- A. Reporting Requirements:
 - 1. Any incident or injury to employees must be reported on the Incident / Injury Report Form (S-41A) immediately following the incident. All injuries, no matter how minor, must be reported. Employees are responsible for initiating the process and must notify their immediate supervisors of incidents. Supervisors are then responsible for completing and monitoring the incident reporting process.
 - 2. In the event an employee is too seriously injured to complete the Incident/Injury Report Form (S-41A), his/her immediate supervisor completes the report on the employee's behalf to the best of his/her knowledge and indicates that employee's signature is "unavailable" in the designated block.

B. Employee Responsibilities:

1. Reports the incident to his/her immediate supervisor.
2. Completes “Employee Report” section of the Incident/ Injury Report Form (S-41A).
3. If the incident results in lost time from work, the employee completes, signs, and forwards an Employee’s Certificate of Dependency Status (Form DWC-04) to the department’s Human Resource office, with documentation from the treating physician of diagnosis and prognosis.
4. Present written release to work from his/her health care provider to the Human Resource office.

C. Physical Examinations:

Physical examinations are required whenever injuries involve first aid, medical treatment, musculoskeletal symptoms, and/or when the employee’s duties must be altered or restricted.

D. Immediate Supervisor Responsibilities:

1. In order to provide appropriate services to employees, it is imperative that line supervisors report all injuries and incidents as soon as an incident occurs. The 24 Hour Notice of Incident/Injury form contains all of the relevant information that SEWC needs to contact the employee, employer and medical provider, when necessary.

To expedite the State Employees Workers’ Compensation Incident/Injury Reporting System procedure, the form, with as much information as is available, must be forwarded immediately to the agency’s Human Resource office.

2. If an employee has an injury requiring immediate medical attention, the immediate supervisor refers the injured employee to the appropriate health care facility depending on the severity of the injury/illness and/or time of day. The immediate supervisor also ensures all paperwork is completed as soon as possible thereafter.

NOTE: In the event an employee is too seriously injured to complete the Incident/Injury Report Form (S-41A), the immediate supervisor completes said form.

3. The immediate supervisor completes the “Supervisor Report” section of the Incident/Injury Report Form (S-41A) in detail and signs it, ensuring that the employer provided all information in the “Employee Report” Section of the form.
4. The immediate supervisor forwards the completed Incident/ Injury Report Form (S-41A) to the Human Resource office before the end of the shift on which the incident was reported.
5. The immediate supervisor ensures witness(es) complete a State Employees Workers’ Compensation accident Witness Affidavit and forwards the completed Affidavit(s) to the Human Resource office.
6. The immediate supervision reports all serious accidents, injuries or illnesses and/or any unsafe working conditions, hazards or equipment to the Department’s Director.
7. The immediate supervisor contacts Human Resources whenever an employee is suspected of falsification of an injury claim. Reasons for suspicion of a claim should be documented in writing and attached to the Incident/Injury Report Form(S-41A).

E. Human Resources Responsibilities:

1. Upon receipt of the 24 Hour Notification of Incident/Injury form from the employee’s supervisor, each Human Resource office must review the information provided and enter incident information into the State Employees Workers’ Compensation Incident/Injury Reporting System. <http://SEWCCLAIMREPORTING.ri.gov>
2. Return the Incident/Injury Report Form (S-41A) to the immediate supervisor if all requested information is not provided.
3. Upon receipt of all necessary claimant information and/or forms, Human Resource office completes the web reporting system to submit a First Report of Injury (FROI). <http://SEWCCLAIMREPORTING.ri.gov>
Please refer to FROI manual for further instructions.
4. Ensure the employee has completed State Employees Workers’ Compensation Authorization for Release of Confidential Information.

5. Forward completed paper forms, Incident/Injury Report Form (S-41A), Witness Affidavit(s), Employee's Certificate of Dependency Status (Form DWC-04), Wage Statement (DWC-03F, DWC-03P or DWC-03S when applicable), Authorization for Release of Confidential Information and a copy of physician's medical report, to State Employees Workers' Compensation.
6. Ensure employee completes form indicating whether s/he wishes to discharge accrued leave pending his/her Workers' Compensation claim.