

Work-Related Injury and Illness Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1022.1.1 DEFINITIONS

Definitions in this policy include:

Work-related injury or illness - Accidental personal injury or illness arising out of and in the course of employment (Md. Code LE § 9-101).

1022.2 POLICY

The University of Maryland, Baltimore Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers' compensation requirements (Md. Code LE § 9-101 et seq.).

See attachment: [Out of State-First Report of Injury-Sept_2019.pdf](#)

See attachment: [SV-Rpt-Sept_2019.pdf](#)

See attachment: [Witness-Statement-Sept_2019.pdf](#)

See attachment: [Employee's First Report of Injury - EFROI-Form.pdf](#)

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any work-related injury or occupational illness shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate. Any medical document that the member receives regarding the injury shall be sent to Support Services and/or the UMB Risk Management and Worker's Compensation Office as soon as they are received.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness shall ensure the member receives medical care as appropriate.

Supervisors must immediately complete and submit the Employee First Report of Injury to the UMB Risk Management and Worker's Compensation Office during the shift in which the incident occurred. The online form will be used unless access to it is unavailable. The online form is available at: <https://cfapps.umaryland.edu/erm/firstReportInjury/>. Additionally, supervisors must notify Support Services as soon as the Employee First Report of Injury is submitted to the UMB Risk Management and Worker's Compensation Office, as well as immediately notify them when the injured member returns to work from accident leave.

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Supervisors shall ensure that required documents (i.e., Employee's First Report of Injury, detailed memorandum describing the incident, etc.) are completed as soon as practicable and submitted through the chain of command to their respective Bureau Commander/Director for review and processing. Supervisors at each level shall endorse the documents when forwarding them to their respective Bureau Commander/Director.

Supervisors shall determine whether the Major Incident Notification (Policy 327) and the Workplace Safety and Health (Policy 1031) policies apply and take additional action as required.

1022.3.3 DIRECTOR OF SUPPORT SERVICES/SECURITY BUREAU RESPONSIBILITIES

The Director of Support Services/Security Bureau or authorized designee will serve as the Liaison Officer with the Health Risk Manager of the UMB Risk Management and Worker's Compensation Office. The Director of Support Services/Security Bureau or designee will be responsible for ensuring that all required documents are compiled, reviewed for accuracy and completeness, and then forwarding the final internal packet to the UMB Risk Management and Worker's Compensation Office once complete.

1022.3.4 BUREAU COMMANDER/DIRECTOR RESPONSIBILITIES

The Bureau Commander/Director who receives a report of a work-related injury or occupational illness shall review the report for accuracy and determine what additional action should be taken. The reports shall then be forwarded through the chain of command to the Chief of Police. The Director of Support Services/Security shall be copied when submitting the report through the chain of command to the Chief of Police. This will afford the Director of Support Services/Security an opportunity to confer with the Health Risk Manager at the UMB Risk Management and Worker's Compensation Office to ensure UMBPD complies with any required Maryland Occupational Safety and Health (MOSH) Act reporting. Once the appropriate reports are approved by the Chief of Police, the Director of Support Services/Security or designee will be responsible for ensuring the reports are forwarded to the UMB Risk Management and Worker's Compensation Office.

1022.3.5 CHIEF OF POLICE RESPONSIBILITIES

The Chief of Police or authorized designee shall ensure copies of the final report and related documents retained by the department are filed in the member's confidential medical file and retained according to the retention schedule.

1022.3.6 UMB RISK MANAGEMENT AND WORKER'S COMPENSATION OFFICE RESPONSIBILITIES

The UMB Risk Management and Worker's Compensation Office shall ensure the required documents regarding workers' compensation are completed and forwarded promptly to the State Worker's Compensation Commission (Md. Code LE § 9-707).

1022.4 OTHER INJURY OR ILLNESS

Injuries and illnesses caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report (Form 95 or detailed memorandum),

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which shall be signed and endorsed by their supervisor. The report shall be forwarded through the chain of command and a copy sent to the appropriate Bureau Commander/Director.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that they desire no medical attention at the time of the report. By signing, the member does not preclude their ability to later seek medical attention.

1022.5 SETTLEMENT OFFERS

When a member sustains a work-related injury or occupational illness that is caused by another person and is subsequently contacted by that person, their agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to their supervisor as soon as possible. The receiving supervisor shall forward the report through the chain of command to the Chief of Police.

1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to a work-related injury or occupational illness, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the department an opportunity to determine whether the offered settlement will affect any claim the UMBPD may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the accident or injury, and to protect the department's right of subrogation, while ensuring that the member's right to receive compensation for injuries is not affected.