

RISK MANAGEMENT DEPARTMENT  **OKCPS**

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Risk Management



WHAT TASKS FALL UNDER RISK MANAGEMENT?



- **WORKERS' COMPENSATION**
- **RETURN TO WORK AFTER INJURY OR ILLNESS**
- **MEDICAL ACCOMMODATIONS**
- **EMPLOYEE HEALTH CLINIC**
- **DRUG AND ALCOHOL TESTING**
- **VISITOR INJURY**
- **PROPERTY AND CASUALTY INSURANCE**

CALL 911

IF ANY OF THE FOLLOWING LIFE THREATENING ILLNESS OR SERIOUS INJURIES

- HEART ATTACKS & SEVERE CHEST PAIN
- STROKES
- BLEEDING PROFUSELY
- HEAD INJURIES
- BROKEN BONES PROTRUDING THROUGH THE SKIN
- UNRESPONSIVENESS OR LOSS OF CONSCIOUSNESS
- HEAT STROKE
- RESPIRATORY DISTRESS OR CESSATION OF BREATHING
- UNCONTROLLED BLEEDING

REPORTING REQUIREMENTS FOR EMPLOYEE INJURY

ALL incidents **MUST** be reported

Contact Risk Management at 587-0009

Employee must complete the Employee Injury & Illness Report with 24 hours of injury.

All Forms are Located at OKCPS/departments/risk management/workers' compensation/employee injury/illness report

- Employer has the right to guide medical treatment
- If treatment is required transportation will be provided upon request

Auto / Bus Accidents



405.587.SAFE(7233)

Call 911

Contact OKCPS Dispatch at 405-587-7233

Do Not Leave the Scene

Move off road until OKCPS Security arrives

Do Not let Students Leave until cleared by OKCPS Security

EMPLOYEE HEALTH CLINIC

EMPLOYEE HEALTH CLINIC

405.587.HEAL(4325)

DEBORAH LEE, APRN, NP-C
OCCUPATIONAL HEALTH NURSE PRACTITIONER

- **The Risk Management Department will notify the Nurse Practitioner at the Employee Health Clinic of an employee work related injury.**
- **The NP will determine if it is appropriate for the employee to be seen in the EHC or referred to one of the community partners.**



OKCPS Drug & Alcohol Program



G38-R-1, R-2 & R-3

Types of Testing

Post Employment

Random

Post Accident

- Post Accident is for all work related incidents requiring medical attention
- All other incidents such as auto/bus accidents, damage to property or equipment with replacement or repairs of \$1,000 or greater



RETURN TO WORK CERTIFICATION

Employees **cannot** return to work without a medical release.

(work related or non-work related)

Contact HR benefits/Leave Coordinator for the Certification to Return to Work or go to the Risk Management website under Return to Work Plans.

If any of the following apply

- More than 5 days of missed work due to an illness or injury
- Outpatient surgery
- Hospitalization
- **Crutches are not authorized for use on any okcps property**

Disability Accommodation



- If you need a temporary Accommodation such as a walker or wheelchair contact Risk Management. We will evaluate your job duties to determine if accommodations can be met.
- Permanent Accommodations should be accompanied by documentation from a physician stating the recommendation that are needed.