

# Town of Meredith - Administrative Regulation

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Revision Date: 1/1/2005                      Supersedes: 09/01/04  
Approved By: Phillip L. Warren, Jr.

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## **SUBJECT: WORKER'S COMPENSATION PROGRAM**

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### **I. PURPOSE**

The Town of Meredith is committed to providing a safe work environment for our employees. In recognizing the facts that employees may become ill or get injured, the Town has created an injury/illness policy that is consistent with our philosophy of returning the injured/ill employees back to health and to a productive position within our organization. To accomplish this, the Town of Meredith requires the assistance of all employees, especially management and supervisory staff. All management staff will be expected to comply with reporting requirements and accommodations of all work-related injuries and illnesses as defined in the following procedure.

### **II. Procedure**

- A. Reporting- Employees will report to their immediate supervisor when a work related injury/illness is suspected and/or when they deem medical care may be required. The supervisor will complete a First Report of Injury form (attached) and submit it to the Town Manager's office within 24 hours, or the next business day, of the first report.
- B. Medical Care - The Town of Meredith has a managed care program, therefore employees are able to seek medical attention at LRGHealthcare Occupational Health located at 14 Maple Street, Gilford. The telephone number for LRGHealthcare is 603 524-5816 and the hours are 7:30 to 4:30 Monday thru Friday. If an employee is in need of emergency treatment, they should be taken to the emergency room at LRGH.

It is recommended to the employee that notification be made to their Primary Health Care provider within 24 hours that they have been at an occupational health care facility or at a medical emergency room for a work-related injury.

### **III. Temporary Alternative Duty**

An interim light duty assignment without loss of pay may be made for an employee who is temporarily disabled. Every effort will be made to return the employee to their department when restricted temporarily to light duty based on a review of restrictions set by the treating physician. If a light duty assignment is not available within the employee's department, attempts will be made to temporarily place the employee in another Town department. Light duty status will be evaluated after a period of 12 weeks and may be extended, depending on the injury or illness. New Hampshire Department of Labor states that an individual may be on Temporary Alternative Duty for a period of six months.

### **IV. Safety Regulations**

Department Heads are responsible for ensuring that all safety regulations adopted by the Town for their particular department are known to all employees and are consistently enforced. Department Heads shall ensure that work-related injuries are reviewed with the employee and proper action is taken if a violation of a safety regulation occurred. Department Heads shall also investigate why a particular action took place and submit an Accident/Incident Investigation Report (attached) to the Town Manager's office, which will then be forwarded to the Safety Committee for review.

Phillip L. Warren, Jr.  
Town Manager