

## **Workers' Compensation Insurance**

County employees are covered under the provisions of the South Carolina Workers' Compensation Act. The County pays the entire cost of Workers' Compensation insurance. This program provides weekly benefits, where applicable, to be made to employees who are injured on the job with an injury arising out of and in the course of employment, and are unable as determined by a physician to perform the essential functions of their job. The length of time and amount of these payments are determined and administered by the South Carolina Workers' Compensation Commission and the County's insurance carrier, SC Association of Counties. Failure to immediately notify a supervisor of a work-related injury or illness may result in the loss or delay of benefits as well as disciplinary action up to and including termination from County employment.

## **On-the-Job Injuries**

When an employee is injured on the job, s/he **must immediately report the injury** to the supervisor. The employee must then obtain the necessary medical treatment as set forth below:

- In an emergency situation, the employee should be taken by emergency vehicle to the nearest emergency facility.
- For all other injuries, the employee should be taken or directed to the designated County facility for treatment.

Either the supervisor of the employee, the Human Resources Department, Risk Management staff or the Administrator can provide the information regarding the treatment facility to be used. Unauthorized treatment may result in the employee paying for the treatment at his own expense.

## **Vehicle Incidents/Property Damage/On- or Off-Road Equipment**

All incidents involving County or private property damage, automobile incident, on-road or off-road equipment, utility vehicles, watercraft or any other non-vehicular equipment **must be reported immediately** to the employee's supervisor and to Risk Management Services. A police report should be obtained for all vehicle accidents from the governing jurisdiction. Property damage claims, if possible, should have a police report. All internal insurance forms required by the County for reporting must be turned in no later than the morning of the first County work day following the incident or accident.