



4-400: Worker's Compensation - Employee's Roles and Responsibilities with Safety Policy
Receipt and Acknowledgment

1. Contribute to a safe workplace.
 - a. **Maintain a drug and alcohol free workplace**
 - b. **Follow safety rules and protocols**
 - c. **Use proper safety equipment**
 - d. **Do not participate in horseplay**
2. Alert the supervisor and/or safety director, Cari Southwick (801-399-8709), of unsafe conditions that you cannot resolve.
3. Notify your supervisor and the safety director immediately of any injuries or close calls.
4. Cooperate and be truthful in accident investigations.
 - a. **Don't alter the scene unless serious hazards exist**
5. Seek proper medical assistance through the designated preferred provider (Ogden IHC Workmed, 1355 W. 3400 S., Ogden, UT, 84401).
 - a. **Emergency room for life and limb threatening or after-hours services (McKay Dee Hospital, 4401 Harrison Blvd., Ogden, UT, 84403)**
6. Cooperate and follow through on the treatments of the medical providers.
7. Cooperate and communicate regularly with the claims adjuster.
8. Participate in the Return to Work programs.
9. Provide employers, medical providers, and claims adjusters updates on any changes in the conditions and work status.
10. Report any workers compensation fraud the employee is aware of to 1-800-288-8140.

To view this policy: <http://www.webercountyutah.gov/HR/policies/4-400WorkersCompensationUPDATED.PDF>

By signing I acknowledge I have reviewed the information on the Worker's Compensation policy.

Employee Name (Please Print)

Employee Signature

Date