

**STATE OF CONNECTICUT  
DEPARTMENT OF MENTAL RETARDATION**

**Policy No:** I.L.D.PO.016  
**Subject:** Workplace Safety  
**Section:** Human Resources

**Issue Date:** September 28, 2006  
**Effective Date:** September 28, 2006  
**Approved:/S/ Peter H. O'Meara  
Commissioner**

**A. Policy Statement:**

It is the policy of the Department of Mental Retardation to provide the safest environment to both our clients and employees. As we have developed flexible service options for the people we support, promoted inclusion and choice, and assisted people to become more independent, we have never lost our focus on our most basic responsibility – to keep the people we serve safe, healthy and free from harm. Safety is a vital element of every job and it is the responsibility of all employees, management, supervisory and line personnel, to prevent injury to clients, co-workers and themselves by performing their duties in a safe manner and maintaining safe and healthy working conditions.

**It is the department's policy to:**

- 1) Investigate all injuries.
- 2) Expedite medically documented workers' compensation claims that are uncontested.
- 3) Keep communication channels open between injured employees and the department.
- 4) Return a physically able employee to work as soon as possible without jeopardizing the safety of the employee, co-workers or clients.
- 5) Ensure that all employees are aware of their rights and responsibilities pursuant to this policy.
- 6) Inform all employees of proper procedures, and develop an employee information sheet of specific procedures for each region to distribute when an employee is injured.
- 7) Ensure that supervisors and managers are made aware of departmental safety procedures, rules, and guidelines, either by training or written notification.
- 8) Ensure that all staff receives appropriate on-going training based upon current or anticipated job requirements.
- 9) Ensure that the "New Employee Training" curriculum contains the module, "Body Mechanics and Safety," which includes sections such as lifting and prevention of slips and falls. Techniques contained in the modules shall be used by all employees to prevent injury.
- 10) Reserve the right to conduct surveillance activities in suspected or reported cases of fraud.
- 11) Establish and maintain regional Safety Committees, which will conduct regular meetings on no less than a quarterly basis.

**B. Applicability:**

This policy applies to all employees of the Connecticut Department of Mental Retardation (DMR).

**C. Definitions:**

Attending Physician – Medical practitioner who is the primary medical caregiver of an employee with a compensable work-related injury or occupational disease. An attending physician must be an approved medical provider in the Managed Care Network to treat State of Connecticut employees in workers' compensation cases.

DMR Employee – Any person, full-time or part-time, who receives a salary or hourly wage from the Department of Mental Retardation and has a position control number assigned by DMR.

Medical Documentation – Written documentation from an attending physician who states that the employee with a work-related injury or occupational disease is temporarily totally disabled, i.e., unable to work due to a compensable work-related injury or occupational disease, and includes the following:

- an indication that the employee is unable to work
- the date the inability to work began
- the cause of the inability
- the date the employee was seen by physician
- the expected date to return

An attending physician’s statement, which does not include the above information, will not be considered appropriate medical documentation. Attending physicians should utilize the Third Party Administrator’s Worker Status Report form to provide this information.

Safety Committees – Regional committees that assist in establishing and maintaining a safe workplace and provide a process for employees to discuss safety issues within their respective region.

Temporary Total Disability – Temporary, but total, incapacity from work of an employee with a compensable work-related injury or occupational disease. During a period of total incapacity, an employee is unable to perform ANY type of work and is eligible for Temporary Total Disability benefits.

Third Party Administrator – A private party or organization, other than the employer, which administers workers’ compensation claims.

Worker Status Report – The form to be completed by an attending physician following all evaluations related to the Worker’s Compensation injury.

Workers’ Compensation – Full or partial payment of lost salary, medical bills, or other benefits or payments required by the Workers’ Compensation Act to employees who have received compensable work-related injuries and occupational diseases.

#### **D. References:**

1. Statutes:
  - a. C.G.S. Chapter 568, Sections 31-275 through 31-355a, “Workers’ Compensation Act.”
  - b. C.G.S., Sec. 5-142 through 5-151, “Disability Compensation and Death Benefits.”
2. Rules, Regulations and DMR Policies and Procedures:
  - a. 29 CFR Part 1904, “Occupational Health and Safety Regulations.”
  - b. DMR Work Rules, #24 and #26.
3. Other:
  - a. DMR Website: [http://www.dmr.state.ct.us/publications/centralofc/eh\\_S09.htm](http://www.dmr.state.ct.us/publications/centralofc/eh_S09.htm)
  - b. DAS Website: [http://www.das.state.ct.us/HR/HR\\_Managers.asp](http://www.das.state.ct.us/HR/HR_Managers.asp)
  - c. Worker’s Comp Commission Website: <http://wcc.state.ct.us/index.html>