



METS WORKERS' COMPENSATION PROCEDURE

When a METS employee is injured while on assignment, it is important that the following process be followed to ensure the employee receives immediate care when medically necessary and any/all follow up treatment is managed in a timely manner.

- In the event of an injury, please always first refer to www.contractbusdrivers.com. Click on **District Resources** then on **Accident/Injury**. Please don't keep copies of our Injury Report on file, but always refer to our website in order to ensure that you have the most up to date version of our forms.
- **All** injuries for METS employees must be reported to METS by utilizing the **METS Injury Report** within 24 hours (or the next school day) following the injury. This includes minor injuries that do not require medical treatment (example: small cuts, bruises, sprains, etc)
- For minor injuries that do not require medical treatment, the METS Injury Report should be completed at the time of the injury and faxed directly to METS Human Resources at 517-647-7572.
- For injuries that require immediate medical attention, the METS Injury Report should be completed as soon as possible, typically no later than 24 hours following injury. The employee should be sent for medical treatment to the nearest company approved medical facility. A copy of the **Authorization for Medical Treatment Form**, should accompany the employee or verbal authorization from METS may be used in place of the Authorization form.
- For **any** injury requiring immediate treatment, including EMS and/or hospitalization, contact should be made immediately, by telephone at 517-647-7572 or 517-743-1639, to the METS Human Resources to report the injury, in addition to completion of the METS Injury Report.
- We expect our employees to communicate directly with the District regarding restrictions, time off work, release to full duty, etc. It's important that our employees communicate with METS as well. Please, when necessary, remind them of this. Fax any documentation related to a work injury to 517-647-7572 or scan and email to hrdept@contractbusdrivers.com.
- It is METS' goal to have all injured employees return to normal work activities as quickly as possible; employees are required to attend all scheduled appointments related to the treatment of their injuries. If a scheduled appointment occurs on a day when the employee is working, the employee is expected to schedule their appointment around their work schedule.

Questions?

Call METS Human Resources at 517-647-7765 or email at hrdept@contractbusdrivers.com