

	Department of Public Safety	
	Standard Operating Guidelines	
	Subject:	Worker's Compensation
	Section:	Administration
	Guideline Number:	208
	Effective Date:	April 1, 2007
	Revised Date:	October 1, 2024
Signature of Approval:	Charles R. Pruitt Director of Public Safety 	

PURPOSE

To outline the responsibilities of the employee when an on-the-job injury occurs

SCOPE

This policy applies to all Department personnel.

RESPONSIBILITIES

First refer to the Accomack County Policy 418.0 Worker's Compensation. The following reporting steps will replace the Accomack County Policy 418.0 - Paragraph C.

1. Employees of the Department of Public Safety are required to immediately report every work-related injury or illness, regardless of severity, to their immediate supervisor. The immediate supervisor will notify the Director of any such work-related injury or illness.
2. The supervisor and/or injured employee is responsible for immediately calling the "Company Nurse Injury Hotline" by using the following information:

Injury Hotline: 1-888-770-0925
 Employer Name: Accomack County, VA
 Search Code: V001

3. The "Company Nurse" will then gather information over the phone and will assist injured worker with access to appropriate medical treatment.