



Ector County Workers' Compensation Procedure

1. Immediately assist injured employee if necessary and appropriate.
 - a. If after evaluation there is no injury continue to next step.
 - b. If there is a MINOR injury, find the First Aid Kit and a first aid trained employee should assist if necessary. DO NOT provide assistance if you are unqualified or there is high exposure risk.
 - c. If the injury is SEVERE, send injured employee immediately to a PWSCA Provider. CALL 911 IN ALL EMERGENCY SITUATIONS.
2. Verbally take the injured employee's statement as to how the incident occurred.
3. Complete Injured Employee First Report Forms and send to Human Resources within 24 hours of the incident.
4. Provide injured employee with Injured Employee Notice.
5. Send injured employee to Lou's Lab for alcohol AND drug testing, both are required.
 - a. If the injury is too severe then send immediately to a PWSCA Provider and send injured employee to Lou's Lab immediately after release.
 - b. If the injured employee is released after normal business hours of 8am to 5pm Monday thru Friday, contact Lou's Lab at 432-894-2083 for the on-call technician.
6. If the injured employee is seen by a PWSCA Provider, notify Human Resources with treating doctor and clinic/hospital information.
7. Have the appropriate people complete the Employee Statement, Witness Statement, & Supervisor Statement forms and send to Human Resources Department within 72 hours.
8. Follow-up with injured employee.
 - a. If there is any work time lost notify Human Resources immediately.
9. If the injured employee misses more than three days due to the injury, notify Human Resources immediately so that FML Procedures can begin.
 - a. If you feel that the injured employee cannot complete their normal job duties, a temporary modified job may be required. If you feel this is necessary please contact Human Resources with the modifications. It is important that the injured employee return to work as soon as possible.
10. If at any time you have questions, please contact Cassandra Richardson, Claims Coordinator. 432-498-4011 cassandra.richardson@ectorcountytexas.gov.