
October 1998

**GAO Supervisor's
Guide To
Job-Related Injuries**

What Should You Do If One of Your Employees Reports a Job-Related Injury or Disease to You?

If you are located in the Headquarters building, refer the employee to the GAO Health Unit for observation, assessment of the degree of injury, and medical recommendation.

At job sites or field locations, refer the injured employee to a nearby medical facility for immediate attention.

Traumatic Injury

When you are notified that your employee is injured on the job or injured away from the job site while performing official duties, you must:

Report

Report employee injuries immediately to Personnel's Employee Benefits and Services Branch (EBSB), which is located in Room 1181 of the GAO Headquarters Building. PHONE: (202) 512-5902.

Provide Authorization

Obtain Form CA-16, Authorization for Examination and/or Treatment, (from your Administrative Officer, Human Resource Manager, or EBSB) and provide it to the employee. Advise the employee that medical documentation resulting from the visit should be provided to EBSB, as soon as possible, and send the employee for medical treatment. Medical documentation received early by EBSB aids timely case processing.

Form CA-1

Complete the reverse side of Form CA-1, Receipt of notice of Injury,

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questions 17 through 38, and give the form to the employee.

Accident Prevention

Immediately notify the Office of Security and Safety of the employee's injury, no matter how minor. They will investigate to assure that any unsafe conditions are corrected in order to prevent similar occurrences.

Pay Continuation

If the employee's injury results in incapacitation, inform the employee that he/she may receive up to 45 days of continuation of pay (COP). To be eligible, the physician of record must provide documentation for each day of disability. Also, refer the employee to EBSB for specific guidance regarding benefits and responsibilities associated with COP.

Form CA-17

Complete Part A of Form CA-17, Duty Station Report, for the injured employee under the care of a physician. Advise the employee that the reverse of Form CA-17 must be completed and signed by the attending physician and returned to EBSB. Also, advise the employee that failure to comply with these procedures could result in an interruption of compensation benefits.

Light Duty

You should stay informed about the status of your employee's injury and work closely with the employee benefits specialist in EBSB to restore

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the employee to duty in a full or limited capacity. In some cases, work accommodations can be made to help the injured employee return to duty.

Controversion

Under certain conditions, if you feel that the employee's claim is inappropriate or the injury is not job-related, it is possible to dispute or controvert an injury claim made by an employee. For information concerning controversion, contact EBSB.

Occupational Disease Cases

The employee benefits specialist in EBSB will promptly forward completed claims forms to the Department of Labor, Office of Workers' Compensation Programs (OWCP), for adjudication. You must:

Form CA-2

Provide Form CA-2, Employee Notice of Occupational Disease and Claim for Compensation, to an employee who claims a disease resulting from requirements of the job or work environment. Receive the completed Form CA-2 and the Checklist and complete the "Official Supervisor's Report of Occupational Disease" (back of the Form CA-2) and other items required on the Checklist. Forward the CA-2 and all other documents to EBSB.
