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# CITY OF KETTERING — ADMINISTRATIVE POLICIES

## PERSONNEL POLICIES & PROCEDURES

8/06

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### Policy No. 403: On-The-Job Injury

#### A. General Provisions

1. The Department Director or immediate supervisor will use the following procedure for handling on-the-job injuries:
  - a. Arrange for prompt medical attention;
  - b. Investigate the circumstances surrounding the injury and complete an Injury Investigation Report immediately, while the facts are clear;
  - c. Keep one copy of the Report and send one copy to the Human Resource Department (Injury Investigation Report forms are available in the Human Resource Department);
  - d. Where applicable, take corrective action to assure that a recurrence of the accident will not take place.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:  
9/18/06

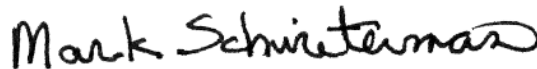
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Date

Issued:  
10/27/06

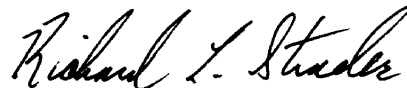
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Date



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Mark Schwieterman  
City Manager



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Richard L. Strader  
Director of Human Resources