

## PROCESS WHEN INDUSTRIAL INJURY OCCURS TO A SWAP OR WORK IN-LIEU PARTICIPANT

**Medical Treatment:** The supervisor of the assigned Agency/Department shall provide the injured participant with access to the appropriate level of medical care (First Aid, referral to designated medical facility or call 9-1-1).

**Mandatory Document (for the Injured Participant):** The supervisor shall within 24 hours of knowledge of the incident, provide "DWC-1" form to the participant to complete and sign the Employee's section; supervisor will complete and sign the Employer's section. The supervisor shall also provide the "FACTS - SWAP/In-Lieu" brochure to the participant.

**Mandatory Reporting (for the supervisor):** The supervisor with the employee immediately calls Company Nurse BEFORE injured employee seeks treatment. Complete the "Supervisor's Investigation of Employee Injury" form, using actual assigned work site location address, supervisor's name, and department; will indicate "SWAP" or "Work In-Lieu" for Occupation in Box 12; and will ensure that any witnesses complete a "Witness Statement" form. The staff entering the claim into the system will use the following codes:  
Org1 – 79999 "Quasi Employees"  
Org2- 79906 "SWAP or Work In-Lieu"

**Submitting Workers' Compensation forms:** The supervisor of the assigned Agency/Department shall:  
For SWAP program, within 5 days, submit forms to (1) SWAP Office, Deputy A. Hoang, QIC 24530 and (2) fax forms to York Risk Services Group, Inc., (866) 548-2637  
For Work In-Lieu program, within 24 Hours, fax forms to Sheriff's Office Workers' Compensation Unit, (510) 208-3982 and send the original forms to them at QIC 26018. The Unit will report the claim to the TPA.

### IF PARTICIPANT IS OFF WORK:

For SWAP program, after the supervisor has submitted all of the documents, the participant will be removed from the assignment and referred back to the SWAP Office.

For Work in-Lieu program, the participant will be removed from the program and return to the jail to complete his/her sentence.

### IF PARTICIPANT IS RELEASED TO RETURN TO WORK WITH OR WITHOUT RESTRICTIONS:

When the participant is released to return to work, with or without restrictions, it is the participant's responsibility to bring his/her doctor's note to the assignment supervisor who will forward it to the SWAP or Work In-Lieu office.

For SWAP program, the SWAP Office will determine if the participant will be able to complete his/her assignment and will send a copy of the doctor's note to the County's TPA, York RSG. The participant may be returned to the Agency/Department, be reassigned to another, or be returned to the Courts.

For Work In-Lieu program, the Work In-Lieu Office will determine if the participant will be able to complete his/her assignment and will send a copy of the doctor's note to the Sheriff's Office Workers' Compensation Unit. The participant may be returned to the Agency/Department or be returned to the jail.

If your internal procedures conflict with these guidelines, please update them. Please refer to RMU internet website for the latest medical lists, forms, and brochures: [www.acgov.org/cao/rmu/programs/workers\\_comp/index.htm](http://www.acgov.org/cao/rmu/programs/workers_comp/index.htm).