

# What do I do When an Employee is Injured on the job?

By Barry Wade, Workers' Compensation Program

**O**ur first concern should always be maintaining the health of our Defense Contract Management Agency workforce, but what happens when an employee is hurt on the job?

If an injured employee requires immediate medical attention, take reasonable action, which may involve calling 911. A supervisor should provide him or her with the appropriate CA-16 form, "Authorization for Examination and/or Treatment." Having the forms at the time of treatment usually facilitates the timely processing of the claim and helps avoid out-of-pocket expenses. Additionally, the employee's supervisor should advise anyone who may have an on-the-job injury to file a claim even if he or she does not wish to seek medical attention at the time. It is important to have the injury — or possible injury — documented in the event the effects of the injury are not apparent immediately.

The employee must complete necessary claim forms and obtain medical documentation. If lost time or medical expenses are claimed, the supervisor must complete and sign the forms before the forms

go to the workers' compensation program office. If medical treatment is not required for the injury, the form CA-1, "Claim for Traumatic Injury," is filed in a medical folder in the civilian personnel operations center.

Systematic instructions for filing an electronic claim are available online. Barry Wade, DCMA workers' compensation program manager, will respond to questions at (703) 428-0838 or by e-mail to [barry.wade@dcma.mil](mailto:barry.wade@dcma.mil). 



## DCMA Safety and Occupational Health Safety Tip

### Avoiding Methicillin-resistant Staphylococcus aureus — MRSA

MRSA outbreak prevention is a matter of good hygiene. MRSA is transmitted most frequently by direct skin-to-skin contact. You can protect yourself from infections by doing the following:

- Wash your hands with soap and water or use an alcohol-based hand rub frequently.
- Cover any open skin areas such as abrasions or cuts with a clean, dry bandage.
- Do not share personal items such as towels or razors.
- At the gym, shower immediately after working out.
- At the gym, use a barrier (e.g., clothing or a towel) between your skin and shared exercise equipment.
- Wipe the surface of shared equipment (i.e. shopping carts) with disinfectant before and after use.

For more information on MRSA outbreak prevention, please read the MRSA information released by the Centers for Disease Control and prevention, which is available at its Web site at <http://www.bt.cdc.gov/disasters/disease/mrsa.asp>.



## DCMA Safety and Occupational Health Safety Tip

### Diabetes

Did you know that 7 percent of the U.S. population has diabetes? There could be as many as 600+ diabetics working at DCMA.

If you have diabetes, how do you dispose of your blood sugar testing lancets and your insulin syringes?

In the wastebasket? NO!

In the bathroom trash? NO!

**In a personal, strong plastic or metal container with a tight cap or lid? YES!** Don't try to bend, break or put the cap back on, and keep your container out of the reach of small children and pets.