

RUTHERFORD COUNTY ON THE JOB INJURY (OJI) PROGRAM

The TN Dept. of Labor requires this notice to be conspicuously posted at the employer's place of business, so all employees have access to it. To provide uniform procedures for the reporting, treatment, and compensation of qualified individuals who are injured while performing their duties. As provided for in Tennessee Code 50-6-106(6), Rutherford County (hereinafter "the County") has elected to not participate in the Tennessee Workers Compensation Law and the County has elected to implement and administrate an On-the-Job Injury Program (hereinafter OJI).

WHO CAN UTILIZE THE OJI PROGRAM?

All qualified full-time, part-time, temporary or seasonal employees of Rutherford County Government and Board of Education. For questions regarding a work-related injury/illness or details about the OJI Plan please contact:

Jayne Corbin, Safety Coordinator or Susan Thompson Assistant Director

Rutherford County Insurance and Risk Management Department

303 N Church St, Suite 100, Murfreesboro, TN 37130

Office: 615-898-7715 ext. 7720 Jayne, ext. 7717 Susan Email: safety.oji@rutherfordcountyttn.gov

WHAT SHOULD AN EMPLOYEE DO IF THEY HAVE A WORK-RELATED INJURY OR ILLNESS?

1. **Report the injury/illness to your supervisor immediately. Supervisor notification is required.**
 2. Complete the OJI Claim Report Form and Employee Injury Statement.
 3. Select a treating physician from the panel provided on the OJI Claim Report Form.
-

WHAT SHOULD THE SUPERVISOR DO WHEN AN INJURY/ILLNESS IS REPORTED?

Ensure the following forms are completed and submitted to the Insurance & Risk Management Department for any reported injuries, incidents, and/or illnesses whether the employee is seeking medical treatment or not.

OJI Claim Report

OJI Supervisor's Report

Employee Injury Statement

OJI Witness Report

Forms are available at: https://rutherfordctytn.gov/office.com/oji_forms

In cases of emergency the supervisor should notify the Insurance and Risk Management Department immediately:

Jayne Corbin, Safety Coordinator or Susan Thompson Assistant Director

Office: 615-898-7715 ext. 7720 Jayne, ext. 7717 Susan

After Hours Emergency: 615-405-5656

RUTHERFORD COUNTY INSURANCE & RISK MANAGEMENT DEPARTMENT

303 N. CHURCH ST. STE.100 MURFREESBORO, TN 37130

OFFICE: 615-898-7715 FAX: 615-713-3441 EMAIL: safety.oji@rutherfordcountyttn.gov

<https://rm.rutherfordcountyttn.gov/irm>