SAFETY:

A. Engineering and Facilities is committed to providing its employees with a safe work environment. This includes providing ongoing instruction on how to safely perform the physical requirements of their jobs, i.e., lifting, bending, stretching, carrying and pushing/pulling.

B. Through instruction, written guidelines and monitoring, employees can do their jobs efficiently, effectively and reduce the possibility of physical injuries in the workplace.

C. All employees, supervisors, and managers are required to attend workshops provided by Engineering and Facilities on how to safely perform Department of Engineering and Facilities jobs. Written guidelines will be distributed. Physical therapists or other appropriate professionals, supervisors and managers will routinely monitor and help employees prevent the possibility of injury in carrying out the physical requirements of their jobs.

D. All employees are expected to follow the instructions and guidelines for performing the physical requirements of their jobs. Employees who are negligent will be disciplined. Employees may request additional training as needed.

E. Awards shall be given to shops and zones that have no work-related lost time injuries.

2. INFORMATION:

A. The pre-employment physical will include an evaluation to ascertain a new employee’s ability to meet the physical requirements of the job, i.e., bending, lifting, stretching, carrying and pushing/pulling, etc.

B. Engineering and Facilities will use the services of the Physical Therapy Department, or other appropriate resources, to demonstrate safe lifting, bending, carrying, stretching and pushing/pulling techniques. Supervisors and managers will also be trained to provide a safe work environment to prevent workplace injuries due to the physical requirements of the job.

C. Supervisors and managers will routinely monitor the work activities of employees to insure they are working safely. This requirement will be noted in the Employee Performance Management System document of all supervisors and managers.
D. Employees will be counseled for minor infractions and retrained on how to safely perform their jobs. If there is no change in the employee’s behavior, disciplinary action will begin, up to and including termination.

E. Instruction will be documented, i.e., who provided the instruction, when, how long it lasted, what type of instruction and if the employee received any written guidelines.

F. Employees may ask their immediate supervisors for additional instruction when needed.

3. **LIMITED DUTY ASSIGNMENTS:**

A. Employees who are injured and unable to perform the physical requirements of their job, with or without reasonable accommodation, may be temporarily reassigned to perform job duties they are physically able to perform. Limited duty assignments must be documented by a physician’s statement outlining the physical limitations and their expected duration.

B. Supervisors and managers will consult with MUSC's Workers’ Compensation Office, Human Resources Management, and/or WorkMed Carolina (Employee Health Services) as appropriate. Initial limited duty assignments will not exceed 60 days. At the completion of the initial limited duty assignment, the employees’ condition will be reevaluated by a physician and documented by an updated physician’s statement.

C. Based on the physician’s statement, the employee may be given another limited duty assignment, not to exceed 30 days, or be referred to the South Carolina Department of Vocational Rehabilitation.

4. **ASSESSMENT/CAREER COUNSELING:**

A. When appropriate, the South Carolina Department of Vocational Rehabilitation will assess an employee. The purpose of the assessment is to find out if an employee can be retrained to do another job. Attendance is mandatory when an employee is referred to Vocational Rehabilitation. Failure to comply will result in disciplinary action being taken, up to and including termination.
B. The purpose of the assessment is to help an employee to continue his/her employment with the Medical University.

C. Employees are encouraged to use the Career Counseling Center of the Department of Human Resources Management for assistance in identifying their skills, interests and/or applying for other employment.

5. COORDINATING FMLA AND ADA:

A. Every effort will be made to help the employee return to his/her original job, be trained for another position and/or assist an employee to apply for jobs within the Medical University.

B. Once an employee has reached Maximum Medical Improvement (MMI) under the Workers’ Compensation program a determination will be made as to whether the employee can return to his/her original job with or without a reasonable accommodation.

C. Employees who are unable to return to their original position or find continued employment, may be terminated after 180 calendar days from the initial date of injury.

Approved By: John C. Malmrose
Chief Facilities Officer
Engineering & Facilities

Effective Date: January 1, 2006
Director of Human Resources
Human Resources