



State Records Center and Archives

New Mexico Commission of Public Records

SERIES: Human Resources (SRCA 400)

NUMBER: SRCA-405

TITLE: Work-Related Injury – Workers Comp

PURPOSE: To provide a mechanism for the agency to document on-the-job injuries and for employees to file claims, secure compensation, and become rehabilitated.

SCOPE: This policy applies to all SRCA employees.

DEFINITIONS:

“SRCA” means the New Mexico Commission of Public Records - State Records Center and Archives.

A. GENERAL PROVISIONS: To the extent provided by law, all SRCA employees are covered under the provisions of the New Mexico Workers' Compensation Act. Workers' Compensation covers work-related injuries or illness arising out of and in the course of employment that requires medical, surgical, or hospital treatment.

B. REPORTING REQUIREMENTS: All on the job illnesses and injuries (no matter how minor the injury may appear) which are work-related must be reported immediately, or as soon as possible, to the Human Resource Manager.

The employee shall prepare a Notice of Accident form. If necessary, the employee should immediately go to the emergency room for treatment and notify their immediate supervisor as soon as possible. After emergency treatment has been received, the Notice of Accident form shall be completed and forwarded to the Human Resource Manager.

Supervisors shall ensure that all appropriate forms are completed and returned to the Human Resources Manager within two days of being notified of an injury or illness. These forms must be completed even if the supervisor disputes the worker's claim that the accident was work-related. The supervisor does not have to have been a witness to the accident. The supervisor's signature is an acknowledgment that the employee informed him or her about the alleged accident. It is not intended to be an agreement by the supervisor that an accident or work-related injury took place.

C. STATE PERSONAL RULES: For information related to the following the SRCA shall refer to the appropriate State Personal Rule:

- Early Return-To-Work/Modified Duty Assignments;
- Separation Without Prejudice; and
- Reemployment of Job-Related Injured or Ill Former Employee.

D. INJURIES REQUIRING MEDICAL ATTENTION: If an employee is in need of immediate care SRCA staff will call 911.

[2.3.20.012, 7/01/95; renumbered 3/15/02; renumbered and amended 3/7/2014]

APPROVED:



John Hyrum Martinez
State Records Administrator

EFFECTIVE DATE:

March 7, 2014