



HUMAN RESOURCES

3.5 Health Programs

OFFICE OF WORKERS' COMPENSATION PROGRAMS (OWCP)

- A. General:** This section addresses procedures and policies for USMS employees covered under the Federal Employees' Compensation Act (FECA). The U.S. Department of Labor, Office of Workers' Compensation Programs, is responsible for administering and adjudicating all claims filed by employees for work-related injury, illness, disease or death.
- B. Coverage and Benefits**
1. The FECA provides compensation benefits for employees who are disabled due to injuries sustained while performing their duties or who contract a work-related illness or disease. These benefits include necessary medical care and compensation for lost wages resulting from the injury/illness/disease. Compensation is also made to certain family members if an employee's death is caused by an injury/illness/disease.
 2. Benefits may not be paid if the injury/illness/disease/death is caused by the employee's willful misconduct, by the employee's intention to bring about his/her injury or death or that of another person, or if intoxication caused the injury or death.
- C. Responsibilities**
1. **Employees:** are required to file a CA-1 within 30 days of an injury in order to be entitled to Continuation of Pay (COP).
 2. **Supervisors/OWCP Liaison**
 - a. Ensure that employees receive the proper form and that they complete the appropriate portions of Forms CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, along with Form CA-16, *Authorization for Examination and/or Treatment*, or CA-2, *Notice of Occupational Disease and Claim for Compensation*.
 - b. Assist employees/survivors in preparing forms.
 - c. Complete the reverse side of the CA-1 or CA-2.
 - d. Immediately authorize examination and/or treatment via Form CA-16, *Authorization for Examination and/or Treatment*. The CA-16 must be executed by the Supervisor and/or OWCP Liaison and is used only for traumatic injury cases. It is used in conjunction with CA-2 **only** in TB-related cases.
 - e. Caution employees not to sign documents without obtaining legal advice in all third-party cases.
 - f. Provide employees with the receipt portion of the CA-1 or CA-2.
- D. Distributions and Time Limits**
1. **Traumatic Injuries:** If the injury involves lost time, medical expenses or both, the original CA-1

should be forwarded to the appropriate OWCP district office, with an information copy sent to the Health Programs Team, Human Resources Division.

2. If the traumatic injury did not result in lost time or medical expenses, the original CA-1 should be filed in the district and the information copy sent to the Health Programs Team.
3. **Disease and Illness:** All CA-2 forms should be forwarded to the appropriate OWCP district office within 10 workdays and an information copy sent to the Health Programs Team.
4. If an employee wishes to record the fact that he or she was exposed to a contagious disease or illness, the original CA-2 should be completed and retained in the office, in the employee's OWCP file.

E. Forms to Report Injuries/Illnesses/Diseases

1. There are several forms to be used for on-the-job injuries and work-related illnesses or diseases. There are two primary forms used to initiate OWCP claims.
2. The CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*, is used to report an injury.
3. The CA-2, *Notice of Occupational Disease and Claim for Compensation*, is used to report an illness or disease.
4. In addition, the CA-16, *Authorization for Examination and/or Treatment*, is a pertinent form for injuries in traumatic cases. The CA-16 should be provided to employees when a CA-1 is issued and is given within 48 hours of the injury.

F. OWCP Agency Code, Type Codes and Source Codes

1. The OWCP has established a coding system so that types of injuries can be computerized. The OWCP agency code for the USMS is 1507 plus the two-digit district number (e.g., 150704 for S/FL). The code should be used on all CA-1s and CA-2s.
2. **Type Codes**

10 0 STRUCK	50 0 CONTACTED
11 0 Struck by	51 0 Contacted with (injured person moving)
11 1 Struck by object	52 0 Contacted by (object was moving)
12 0 Struck against	60 0 EXERTED
20 0 FELL, SLIPPED, TRIPPED	61 0 Lifted, strained by
21 0 Fell on same level	62 0 Stressed by (repeated action)
22 0 Fell on different level	70 0 EXPOSED
23 0 Slipped tripped (no fall)	71 0 Inhaled
30 0 CAUGHT	72 0 Ingested
31 0 Caught on	73 0 Absorbed
32 0 Caught in	80 0 TRAVELING IN
33 0 Caught between	90 0 FIT (Fitness-In-Total)
40 0 PUNCTURED, LACERATED	999 INSUFFICIENT DATA
41 0 Punctured by	
42 0 Cut by	
43 0 Stung by	

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44 0 Bitten by	
c. Source Codes	
010 0 BUILDING, WORK AREA	060 0 DUST, VAPOR, ETC.
011 0 Walking/Working Surface (floor, street, sidewalk)	061 0 Dust (Silica, coal, etc.)
012 0 Stairs, Steps	062 0 Fibers
013 0 Ladder	062 1 Asbestos
014 0 Furniture, Furnishings, Office Equip	063 0 Gases
015 0 Boiler, Pressure Value	063 1 Carbon Monoxide
016 0 Equipment Layout (ergonomic)	064 0 Mist, Steam, Vapor, Fume
017 0 Window, Doors	065 0 Particles (unidentified)
108 0 Electricity	
020 0 ENVIRONMENTAL CONDITIONS	070 0 CHEMICAL, PLASTIC, ETC.
021 0 Temperature Extreme (indoor) 071 2 Toxic	071 0 Dry Chemical
022 0 Weather (ice, rain, heat)	071 1 Corrosive
023 0 Fire, Flame, Smoke	071 3 Explosive
024 0 Noise	071 4 Flammable
025 0 Radiation	072 0 Liquid Chemical
026 0 Light	072 1 Corrosive
027 0 Ventilation	072 2 Toxic
027 1 Tobacco Smoke	072 3 Explosive
028 0 Stress (emotional)	072 4 Flammable
029 0 Confined Space	073 0 Plastic
	074 0 Water
030 0 MACHINE OR TOOL	075 0 Medicine
031 0 Hand Tool (power)	
032 0 Hand Tool (non-power)	080 0 INANIMATE OBJECT
033 0 Mechanical Power	081 0 Box, Barrel, etc.
034 0 Guard, Shield (fixed, movable)	082 0 Paper
035 0 Video Display Terminal	083 0 Metal Item, Mineral
036 0 Pump, Compressor, Air Pressure Tools	083 1 Needle
037 0 Heating Equipment	084 0 Glass
038 0 Welding Equipment	085 0 Scrap, Trash
	086 0 Wood
040 0 VEHICLE	087 0 Food
041 0 Privately Owned (includes rental)	088 0 Clothing, Apparel, Shoes
041 1 As Driver	
041 2 As Passenger	090 0 ANIMATE OBJECT
042 0 Government Owned	091 0 Animal

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042 1 As Driver	091 1 Dog
042 2 As Passenger	091 2 Other
043 0 Common Carrier (airplane, etc.)	092 0 Plant
044 0 Aircraft (not commercial)	093 0 Insect
045 0 Boat, Ship, Barge	094 0 Human (violence)
	095 0 Human (communicable disease)
050 0 MATERIAL HANDLING EQUIPMENT	096 0 Bacteria, Virus (not human contact)
051 0 Earthmover (tractor, backhoe)	
053 0 Elevator, Escalator	100 0 PERSONAL PROTECTIVE
054 0 Hoist, Sling Chain, Jack	101 0 Protective clothing, shoes, glasses, goggles
055 0 Forklift, Crane	102 0 Respirator, Mask
056 0 Hand Truck, Dolly	103 0 Safety Belt, Harness
	104 0 Parachute
	999 9 INSUFFICIENT DATA

G. Workers' Compensation Liaison And Claims Handling: Each division and district will designate an OWCP liaison to work with the U.S. Department of Labor and ensure all OWCP forms and relevant documentation are completed and forwarded to the appropriate OWCP regional office. The workers' compensation liaison will complete a Form USM 222, Additional Duty Designation and forward this form to USMS, OWCP Program Manager.

H. Responsibilities

1. District/Division

- a. Review OWCP forms for timeliness, completeness, code forms and send forms to appropriate OWCP district office and a copy to headquarters' OWCP liaison.
- b. Maintain district/division OWCP case files.
- c. Monitor employee progress and return to duty. Correspond to OWCP and employee regarding claim.
- d. Maintain contact with headquarters OWCP Program Manager and OWCP district office.
- e. Refer non-routine cases to headquarters' OWCP liaison.
- f. Process routine leave buy-back cases.
- g. Maintain supply of all OWCP claim forms.

2. Headquarters

- a. Oversee USMS OWCP
- a. Advise and assist district/division OWCP liaison.
- b. Process all non-routine cases to ensure consistency.
- c. Maintain an OWCP database to monitor cases by type of injury, timely return to duty and, where appropriate, disability retirement, etc.

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- d. Ensure all persons designated with OWCP responsibility receive appropriate training
- e. Enter claims data into OWCP database.

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