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May 10, 2013

## KANSAS BULLETIN NO. KS360-13-16

### SUBJECT: PER—Safety and Health, Tick Bites

**Purpose.** To provide guidance on reporting tick bites

**Expiration Date.** September 30, 2014

A single tick bite is treated as a traumatic injury sustained by an employee. Tick bites can lead to infections, tick-borne illnesses, and even Lyme disease. In the General Manual (GM), Title 360, Part 421.2, a traumatic injury is defined as:

- A. Traumatic Injury—A wound or other condition of the body caused by external force, including stress and strain. The injury must be identified by the time and place of occurrence and the area of the body affected. It must be caused by specific events or incidents within a single workday.

Under Part 421.12, Procedures for Traumatic Injuries, the policy states:

- A. Employees must report all job-related injuries or illnesses to their supervisors immediately. Traumatic injuries must be reported on Form CA-1, “Notice of Traumatic Injury” (CA-1).

The Occupational Worker’s Compensation Program contractor (currently ALPS, Inc. [ALPS]) has advised that each instance of a tick bite is a separate traumatic injury if the bites do not occur within a single workday. **Employees will complete a CA-1 for each occurrence based on the contractor’s guidance.**

To assist the field, a CA-1 is being provided for reporting tick bites ([CA-1 for tick bites](#)). Many of the fields have been pre-filled for this injury to expedite completing the form. Please type or write legibly when completing the CA-1. The injured employee must sign in block 15 and the supervisor must complete the required fields on page 2 and sign in block 38. It is recommended the social security number (SSN) be left blank for protection of personal identifiable information (PII) while transferring the form for

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signatures and to Human Resources (HR) per the guidance below. HR will complete the SSN field prior to submitting the CA-1 to ALPS.

CA-1's may be sent directly from the supervisor to HR using secure fax number 785-452-3369 or by scan and email to Shawna Carter at [shawna.carter@ks.usda.gov](mailto:shawna.carter@ks.usda.gov). ALPS will contact employees and supervisors directly should they need clarification of information included on the form.

**Contact:** Shawna Carter, 785-823-4513 or [shawna.carter@ks.usda.gov](mailto:shawna.carter@ks.usda.gov)

*(Signed)* JEFFREY L. GROSS, ACTING FOR

DANIEL H. MEYERHOFF  
Acting State Conservationist