

WESTERN HEIGHTS WORKERS' COMPENSATION PROCEDURES

In order for Western Heights School District to comply with Workers' Compensation laws I agree to follow the procedures listed below regarding personal injury on the job:

- I. I will immediately report any personal injury or the injury of a fellow worker to my immediate supervisor or their designee.

- II. I will notify my supervisor no later than 24 hours from the time of the injury. If, after proper medical attention, the physician has released me to return to work, I will take the work release to my supervisor before returning to my work location.

Employee's Signature

Date