

Supervisor/Health Office

What to Do to if an Employee Reports a Work Place Injury

Assess and respond to employee's situation and follow these steps:

1. For emergencies, call 911 (notify Human Resources).
2. For non-emergency situations, direct employee to the health office (if available).
3. Health office/supervisor provides the employee with the document "**Employee-What to Do if you are Injured at Work**".
4. School nurse (if available) may provide minor medical treatment as necessary.
5. If employee must leave work, notify Human Resources.
6. **Direct employee to report the injury immediately by calling the SFM Work Injury Hotline at 855-675-3501.** Employees will choose option 1 to report the incident or option 2 to report the incident and receive guidance from a nurse regarding the need for medical treatment.
7. A SFM representative or a registered nurse will answer the call and collect information from the employee to complete a First Report of Injury.
8. For option 2, the registered nurse on the call will make a recommendation about medical treatment, if deemed necessary.
9. If the employee seeks medical treatment, the employee must provide a workability report (doctor's note) to the supervisor. The workability report must be faxed to Human Resources immediately.
10. If restrictions are listed on the workability report, supervisors must review with Human Resources to determine if restrictions can be accommodated.
11. If the workability report indicates the employee is unable to work, notify Human Resources immediately.

If employee is unable to report the injury by calling the SFM Work Injury Hotline, the supervisor or health office should call the Hotline and select option 1 to report the injury.

If the supervisor or health office is unable to make the call, a First Report of Injury (FROI) form must be completed and faxed to Human Resources within 24 hours of the incident. The FROI is available in the health office and on our district website under Human Resources/Workers Compensation.

Questions

Contact Linda King in Human Resources at lking@sspps.org, 651-457-9409, 651-457-9485 (fax)