

SUPERVISOR/HEALTH OFFICE

What to Do if An Employee Reports a Work Place Injury

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

1. For emergencies, call 911 (notify Human Resources)
2. For non-emergency situations, direct the 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. You will be asked to answer the following questions:
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 **RAS Work Injury Hotline at 1-855-736-9482** (available 24 hours/day, 7 days/week). 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.
 - For option 2, the registered nurse on the call will make a recommendation about medical treatment, if deemed necessary.
7. A RAS representative or a registered nurse will answer the call and collect information from the employee to complete a First Report of Injury.
8. 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.
9. If restrictions are listed on the workability report, supervisors must review with Human Resources to determine if restrictions can be accommodated.
10. 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 RAS 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. Workers' Compensation Insurance Company

Questions

Contact Hailey Galloway, Human Resources, hailey.galloway@sspps.org, 651-457-9496, or 651-457-9485 (fax).