Accident/Injury Reporting and Post-Injury Expectations

Despite the efforts of our safety program, employee injuries may occur. If an employee incurs an injury, they must:

- Report the injury to an appropriate supervisor immediately, no matter how minor.
- Document the injury on the district's workers' compensation form.
- Understand that even if medical treatment is not immediately necessary, timely injury reporting makes payment and speedy care more likely should it be needed later.
- Follow the district's workers' compensation procedures in selecting an approved physician or clinic for initial treatment unless emergency room care is required.
- Utilize the district's required forms when going to a treating physician and return the required signed forms back to the supervisor.
- Understand if there are any physician designated physical work restrictions, the supervisory staff may accommodate the restriction or provide temporarily reassigned work. This temporary transitional work may be outside of an employee's customary department, location, or shift per the business needs of the district, but will not exceed the treating provider's recommendations.
- Understand that hours of transitional duty work scheduled/offered, but not fulfilled, may result in a negative impact on compensable benefits from the workers' compensation insurance company.
- Understand that any designated medical restrictions apply to both home and work activities.
- Keep regular contact with the supervisor if restrictions cannot be accommodated and they are away from work.
- Expect contact from a workers' compensation claims representative.
- Realize that an accident investigation will be initiated as a standard procedure.