

WORK RELATED INJURY

REPORT TO SUPERVISOR

Supervisor Assesses Injury

Minor Injury

Supervisor fills out Accident/Injury report to give to injured employee

Employee carries Accident/Injury report to Human Resource Office

Major Injury Call (9)-911

Supervisor notifies Human Resources
Supervisor notifies Safety Officer

Supervisor completes and delivers Accident/Injury Report to Human Resource Office

Employee Decides Whether To Seek Medical (First Aid) Treatment. Employee fill out top portion of CWC I form to be held in HR till further notice.

If First Aid is indicated, HR will provide authorization form and list of physicians to employee

Employee proceeds to Physician on list

If no First Aid is wanted, HR will retain Accident/Injury form in file.

Physician Determines Whether Injury Is Workers Comp Claim Or First Aid

If First Aid only, employee returns to HR with completed physicians report and receives a copy of report to give back to Supervisor with clearance to work or duty evaluation

If Worker's Compensation is indicated, employee returns to HR to complete Workers Compensation report