

SUPERVISOR'S REPORT OF INJURY INSTRUCTIONS

Injury – No Treatment Required

1. SUPERVISOR downloads and completes Supervisor Report of Injury Form and the Supervisor Incident Investigation Report (do not have employee fill out).
2. Have employee sign
3. Supervisor to send copy to Risk indicating no treatment sought at this time. Instruct employee to return for copy of Report of Injury form if treatment is required.
4. Go to line 4 of the "Treatment required" instructions once employee requests copy of Report of Injury form.

Injury – Treatment Required

1. SUPERVISOR downloads and completes Supervisor Report of Injury Form and the Supervisor Incident Investigation Report (do not have employee fill out).
2. Have employee sign.
3. Give copy of Report of Injury form to employee to give to treating facility. Keep a copy of form and forward (email or FAX) to Risk without delay.
4. Provide Prescription form to employee (can be found on Internal Web)
5. Direct employee to appropriate facility (ER is LAST RESORT)
6. Inform Risk Management of any light duty
7. Require work status slip after all physician visits – Turn into Risk Management.

IMPORTANT: In the event the injured worker cannot return to work due to his/her injury the employee will be directed to Risk Management for monitoring.