

SOUTHWESTERN OREGON COMMUNITY COLLEGE
On the Job Injury Procedures - Employee Responsibilities

1. Seek first aid (if necessary). Report to supervisor immediately.
Note: If it is necessary to seek immediate medical attention from a doctor or hospital before you are able to notify your supervisor or other management personnel, let your supervisor and Administrative Services know how you are as soon as possible.
2. Go to doctor or Emergency Room if necessary. Inform the doctor that Southwestern Oregon Community College wants to bring employees back to modified duty when possible. Make sure you have a Medical Release signed by your physician that includes your physical restrictions (if any) before you return to work.
3. Contact Administrative Services within 24 hours to complete the employee portion of the **Report of Job Injury or Illness** form (Form 801).
4. Immediately after appointment, provide doctor's information to Administrative Services and your supervisor. **You must have a doctor's release to return to work listing any restrictions, if any. Take Release to Return to Work document with you to the doctor or the doctor can use their own form indicating either a release to full duty, modified duty, or no release at all. Make sure to give Administrative Services a copy of this form before you return to work.**
5. Return to regular work if released by doctor.
6. If the doctor requires restrictions, discuss possible modified duty with supervisor and Administrative Services. If you return to a modified job, **do not** exceed the duties of the modified job or the doctor's restrictions.
7. If the doctor requires you to take time off from work, discuss the options with your supervisor and Administrative Services. If you are off work for more than 3 days, please contact Human Resources for FMLA information.
8. While off work due to an on-the-job injury, call in regularly (every Monday from 8-9 a.m. and every Friday from 4-5 p.m.) and discuss your physical well being with your supervisor. Employees may use their accrued leave concurrently with time loss paid by workers' compensation insurance up to 100% of total pay. During the first three days of time off due to a work injury or illness before time loss begins, employees may use their acquired leave. Make sure to let Payroll know on your time sheet if time missed is due to time loss that is paid by SAIF. Employees are not allowed to be "double paid" by using leaves and receiving full time loss from SAIF. Use the "comments" section on your time sheet to communicate with Payroll about leave taken due to a workers' comp injury.
9. Attend follow-up doctor's appointments as scheduled. Additionally, you must receive an *Injured Worker Status Report* from your physician after every visit to present to Administrative Services. This will keep Administrative Services informed of your physical limitations, if any. Time taken for doctor appointments should be taken out of your leave according to applicable Collective Bargaining Agreement.
10. Provide doctor's information to Administrative Services and your supervisor immediately after each doctor's appointment.

Signature: _____ Date: _____

Please return signed form to Administrative Services