

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

1. As soon as the supervisor is made aware of an injury, he/she coordinates first-aid efforts, if appropriate.
2. Supervisor accompanies employee to doctor/ER if at all possible if injury requires medical attention. If employee does not express a preference, employee will be taken to the nearest facility, unless he/she clearly needs emergency room services. North Bend Medical Center has a walk-in clinic for injured workers. They can be contacted at 541-267-5151.
3. Supervisor should contact Administrative Services as soon as they are able at 541-888-7206 if a worker needs medical treatment. Supervisor also needs to complete a written injury/incident report and sends it to Administrative Services within 24 hours. Once injured employee is able to complete incident report, supervisor assists them with completing their own incident report. Witness names should be included by the employee and/or supervisor on their incident report.
4. After receiving treatment, supervisor sends employee to Administrative Services to complete 801 form (Employer Notice of Injury) with the injured worker. **ONLY INCIDENTS REQUIRING MEDICAL TREATMENT SHOULD BE FILED AS A WORKERS' COMP CLAIM.** If no medical attention is required, supervisor should complete an Incident-Injury report for Administrative Services, but no claim will be filed. [Incident-Injury Report](#)
5. If employee is released to light duty work, Administrative Services will work with SAIF throughout the claim to provide the employee with modified work, if possible. Supervisor will assist Administrative Services with creating light duty job for the employee. Sometimes supervisors over a department the employee does not work in will be asked to provide light duty work that fits the employee's restrictions.
6. If employee is on light duty, supervisor makes sure he/she does not exceed restrictions. This includes supervisors who may have injured workers assigned to light duty in their area who are not part of their regular staff.
7. If employee is off work, supervisor contacts him/her twice a week (preferably Monday and Friday) to learn the most recent developments in medical condition and work status and relays information as he/she receives it to Administrative Services. If the employee is off work for more than 3 days, he/she needs to file a FMLA claim with Human Resources. For employees who have an accepted workers' comp claim and are authorized by their physician to be off work, the employee needs to call Payroll for assistance in recording leaves time as they are not authorized to receive "double pay".
8. Supervisor relays any change in restrictions to Administrative Services and discusses possible need for revising job during the course of the claim.
9. When employee is ready to return to work, supervisor makes sure he/she has a Medical release and gives it to Administrative Services.

Remember, anything medical regarding your employees is confidential and not to be discussed with others except for Human Resources and Administrative Services.

IF ADMINISTRATIVE SERVICES ASSISTANT IS OUT AND YOU HAVE AN EMPLOYEE WHO IS INJURED ON THE JOB AND REQUIRES MEDICAL TREATMENT, PLEASE CONTACT HUMAN RESOURCES AT 541-888-7259

Employee Injured

First aid only:

Employee and Supervisor complete incident/injury report within 24 hrs. and send to Admin. Services .
No further action necessary.

Injury requires medical attention:

- Accompany employee to ER/Doctor if possible
- Complete Incident Report/Send to Admin Services with 24 hours.

Send employee to Admin. Services to complete 801 form to initiate workers' comp claim.

If employee not released to work:

- Make sure employee calls in every Monday and Friday to check in.
- If employee off work more than 3 days, have them file FMLA claim with Human Resources.

If employee released to light duty:

- Contact Admin. Services to help create light duty job for employee.
- Make sure employee does not exceed doctor's physical restrictions
- Notify Admin. Services of any change in employee's physical restrictions issued by treating physician.

When employee is released to return to work:

When released by doctor to return to work, make sure employee gives Admin. Services and Human Resources Medical Release.