



Employee Injury Procedures/Return-To-Work Program

In the event of an injury the procedures below must be followed. For the safety of all District employees adherence to these procedures is critical as the District can be subject to fines and other negative consequences by law if the procedures are not followed.

In the event of an injury that takes place during completion of your responsibilities as an employee the following steps must be taken:

IN CASE OF LIFE - OR LIMB - THREATENING INJURY, DIAL 911

- 1. AS SOON AS POSSIBLE AFTER THE INJURY OCCURS, the Employee MUST notify his/her direct supervisor.
2. Supervisor / Injured worker immediately calls injury hotline: 1-855-921-9517, Search Code QS453.
3. Supervisor completes a SIPE Accident Investigation Report and forwards a copy to the Worker' Comp Clerk.
4. Supervisor contacts District Worker's Comp Clerk: Carolyn Meadows at 924-2925.
5. PRIOR to resuming his/her work assignment, the Employee must meet with his or her Supervisor and/or Human Resource Coordinator.
6. As needed, the Employee will be required to participate in preventive safety training related to the work injury prior to resuming actual duties.

These procedures are designed to improve safe working conditions for all employees. Thank you for your compliance with these mandatory rules. Please do not hesitate to speak to your supervisor and/or Workers' Comp Clerk if you have any questions about this topic.

I have read and understand the above stated mandatory rules:

Employee Signature

Date

Print Name