

Supervisor Responsibilities Reporting Incidents and Injuries

- 1. When alerted of an incident (close call or injury not requiring medical attention):**
 - a. Complete Incident Report with employee.
 - b. Send copies to DAS Safety Officer and Safety Committee.
 - c. Review incident and remove hazard.

- 2. When alerted of an injury requiring medical attention:**
 - a. Contact the DAS Safety Officer immediately.
 - b. Review with employee. Complete Incident Report.
 - c. Have employee complete top part of Workers' Comp form 801.
Give employee a copy of the 801.
 - d. Complete bottom part of 801.
 - e. Give 801 and any other supporting documents (incident report, Medical report, witness statements, etc.) to DAS Safety Officer immediately.
 - f. Be sure employee understands our Early Return to Work policy -- and that we will modify duties to match doctor's restrictions.
 - g. The DAS Safety Officer will help you determine other steps you will need to take, depending on the situation.

Note: If employee is not able to complete the 801, because of injury:

Supervisor will complete all parts except employee injury description and employee signature and submit to the DAS Safety Officer.

- 3.** If the doctor does not release employee for regular or modified duty, notify the DAS Safety Officer. We have the right to call and talk directly to the doctor, especially to explain how the job can be modified or to clarify what the doctor intended. Document contact with the doctor.

- 4.** If employee is released for modified duty, put the modified duties in writing. Keep dialogue open with the employee. Know when doctor appointments are scheduled. If condition changes, get new information from doctor so that duties can be adjusted.