

Workers Compensation Checklist for Supervisors

1. Medical Attention:

All initial medical services must be obtained from Innovis, 3000 32nd Ave S, Fargo, ND (701/364-8000). They have been designated as MSUM's provider for care of workers compensation injuries. Employee should mention they are MSUM staff.

Innovis staff will complete a Report of Workability Form which releases the employee to work and lists any restrictions the University needs to be aware of. The employee needs to bring this to the worksite upon return to work. If there are restrictions, an assessment will be made to determine if appropriate work exists to accommodate those restrictions.

In the event an injury requires immediate attention, proceed to the emergency room/call an ambulance.

2. Provide employee with information and privacy statement prior to discussing the injury and ask him/her to read and sign it.

3. Supervisor's First Report of Injury:

This form MUST be completed by the supervisor as soon as possible after the incident/accident even if the employee does not see a doctor. If employee sees a physician later, let HR know so that additional forms can be completed. Send the form, along with the privacy statement, to Ilene Trittin-Anderson in Human Resources within 24 hours. The University has seven calendar days in which to report injuries to the State. Exception: if there is a fatality or in-patient treatment of three or more persons which occurs within 30 days of an incident, report must occur within 8 hours.

4. Investigate:

Who, What, When, Where, How, Why. Are there any circumstances different from usual?

5. Follow-up:

Find out how the employee is doing after the accident.

6. Preventive Action Taken

If there are specific engineering or training issues you'd like to see addressed, indicate as such on the supervisor's first report of injury form. Human Resources notifies the Safety Officer, Al Breuer, of each injury and based upon a number of factors, he may investigate or offer training suggestions.

Notes:

Student workers are covered by Worker's Compensation. Report their injuries to the Human Resources Office as soon as possible. Treat their injury the same as any other employee.

Forward any **invoices** received to Human Resources.