

Workers' Compensation Supervisor Accident/Injury Checklist

- Provide first aid if trained staff is available or send injured worker to one of the city's designated medical providers, if necessary. In the State of Kansas the employer has the right to direct the employee to medical provider of their choice.

- Immediately fill out paperwork required to file a worker's compensation claim.

NOTE: If due to the seriousness of the injury or illness there is not time to obtain Workers' Compensation claim forms in advance of obtaining medical treatment, or if it is after regular business hours, turn in forms the following business day.

- Have the injured worker fill out a **Statement of Injury** form explaining details of incident.
- Call the City Clerk or Claims Coordinator with the City to advise them of the incident and let them know the paperwork will follow.
- Complete the **Accident Investigation Report** and investigate the circumstance of incident within 48 hours.
- Develop corrective actions based on outcome of accident investigation.
- Forward all completed forms to the City Clerk or Claims Coordinator immediately. **DO NOT HOLD ON TO ANY OF THE FORMS**, as this will cause a delay in the filing of the claim.
- Communicate corrective actions/changes to policies and /or procedures to department to help prevent future injuries.
- Ensure the employee returns to meet with supervisor immediately following doctor visits with the **Work Comp Authorization** form completed by the physician.
- Make certain the injured worker is following any work restrictions or modifications provided by his/her doctor. Remind employee that the restrictions are "life" restrictions not just while at work.
- Identify transitional/light duty tasks that are within the restriction outlined by the treating physician.
- MAINTAIN CONTINUOUS COMMUNICATION WITH THE INJURED EMPLOYEE and/or THE CLAIMS ADJUSTER THROUGHOUT THE TREATMENT PROCESS.**
- Immediately send all physician reports to the City Clerk and/or HR representative.