

MCPS Supervisor's Check List

When an employee notifies you that they have been injured:

- Find out the nature of the injury
 - Did the injury occur on the job?
 - Did the injury occur off the job?
- How serious is the injury?
 - Do they need an ambulance/immediate care?
 - Can they be transported in a personal vehicle? If so, someone should always accompany an injured person to the medical provider. At least one other person should drive an injured person. For serious injuries two persons should accompany the injured person, one to drive and the other to assist the injured person. (Normally an ambulance should be called for all serious injuries.)
- Who else should be notified?
 - Administration
 - The injured person's "emergency contact" noted in their personnel file.
 - The injured person's family.

After you have ensured that the medical needs of the worker have been met, what else should you do?

- You and the injured employee must file a claim for Workers Compensation benefits by completing the First Report of Injury (FROI) as soon as possible.. Be sure both the you and the employee sign the form. The supervisor must ensure that this has been done.
- Follow-up with the injured person to verify details relating to the injury and ensure that adequate care is being received.
- Notify the administration if the employee will continue to miss work.
- A written medical release is necessary to return to work.
- Any work restrictions must be in writing from the doctor.
- Follow-up to verify that all required forms are completed and submitted.
- When a worker is unable to return to their regular job after three days, the district may be able to offer them modified/light duty work. Contact the Personnel Office to discuss this possibility.

Any time an employee is injured on the job, the Accident Investigation Report must be submitted as soon as possible.

- This form is an important part of management's effort to reduce accidents and make the work place safer.
- Be sure to complete the supervisor's investigation portion of the form.
 - Why did the accident occur?
 - How could it have been prevented?
 - What can be done to prevent future similar accidents?

Review the Hazard Assessment for the injured worker's position.

- Could the accident/injury have been prevented by administrative procedures?
- Could the accident/injury have been prevented by engineering controls?
- Does the employee have appropriate personal protective equipment (PPE)?
- Has the employee been trained in the use of personal protective equipment?