

SUPERVISOR'S QUICK GUIDE TO WORKERS' COMPENSATION

When an Employee Injury Occurs:

- It is the employee's responsibility to report any work related injury or illness to the supervisor immediately.
- The injured employee reports the injury by thoroughly completing the [Employee Incident Report](#). If the employee is unable to complete the Employee Incident Report, it may be completed later but preferably within 3 working days of the incident.
- If medical treatment is required, the supervisor must escort the employee to the Student Health Center or another authorized medical facility as deemed necessary. Ensure all signatures are on the Employee Incident Report.
- The supervisor must perform a thorough incident investigation and complete the [Supervisor Incident Investigation Report](#).

If **NO** Medical Treatment is Required:

- Fax all completed incident reports to the Environmental Health and Safety (EHS) office at (704) 687-5302 immediately.
- Make a copy for departmental file.
- Send the signed originals to the EHS Office.
- **If the need for treatment changes**, notify the Workers' Compensation Administrator immediately at 704-687-0681.

If Medical Treatment is Required:

<ul style="list-style-type: none"> • Emergency treatment is needed when an injury results in: <ul style="list-style-type: none"> Excessive bleeding; Loss of consciousness; Breathing difficulties; Visible broken bones; Threat to life, etc. • Call 911 from a campus phone or 704-687-2200 from a cellular phone. • The supervisor should accompany/escort the injured employee to the ER facility. • Provide ER staff with signed <i>Employee Incident Report</i> form. (Do not take the Supervisor Incident Investigation Report.) 		<ul style="list-style-type: none"> • <u>Do not send employee to their personal physician.</u> • Escort employee to the Student Health Center (or FastMed based on location and time) with the signed <i>Employee Incident Report</i>. (Do not take Supervisor Incident Report) • Fax the completed <i>Employee Incident</i> and <i>Supervisor Incident Investigation Report</i> to the EHS office at: (704) 687-5302 • Make a copy for your files. <p style="text-align: center;">Send <u>ALL ORIGINALS</u> to the EHS Office within 3 work days.</p>
<p style="text-align: center;">For a blood-borne pathogen exposure, immediately contact the EHS Office at (704) 687-1111.</p> <p style="text-align: center;">If after hours, leave a voicemail detailed message including name and telephone number.</p>		

If medical treatment was rendered, remind employees of the following:

<p>After each doctor's visit:</p> <ul style="list-style-type: none"> • To be cleared to return to work, the employee must return the Employee Incident Report with the Medical Treatment section completed by the authorized treating physician back to the supervisor. • If applicable, the employee must follow any light duty or work restrictions assigned by the authorized treating physician. <p style="text-align: right; font-size: 2em;">1</p>	<p>If follow-up treatment is necessary:</p> <ul style="list-style-type: none"> • Employees must keep all scheduled appointments. • Employees may not cancel or change appointments themselves; contact the Worker's Compensation Administrator or TPA adjuster as applicable. • For continued treatment beyond that determined necessary by the authorized treating physician, the employee should contact the Workers' Compensation Administrator at 704-687-0681. <p style="text-align: right; font-size: 2em;">2</p>	<p>Additional Employee Responsibilities:</p> <ul style="list-style-type: none"> • Keep your supervisor informed of work status as it changes. • Ensure all follow-up appointments and treatment have been scheduled prior to work or toward the end of the work schedule in order to reduce the level of disruption in the workday. • If time off is needed due to treatment for a work-related injury, contact the Workers' Compensation Administrator immediately at 704-687-0681. <p style="text-align: right; font-size: 2em;">3</p>
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