

Supervisor's Responsibilities in the Worker's Compensation Process

Supervisor's Responsibilities Before an Injury Occurs

1. Continuously improve your work unit's safety behavior.
 2. Analyze and improve the workplace and work procedures.
 3. Train and educate yourself and your employees on how to work safely and efficiently.
 4. Conduct periodic workplace inspections to see if the behavior, analysis, improvements and training are effective.
 5. Advise employees what steps to take if an injury occurs
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Supervisor's Responsibilities After an Injury Occurs

1. Make sure injured employee seeks medical attention if needed.
2. Treat injured worker with dignity and respect.
3. Interview the injured worker and witnesses to conduct investigation. Obtain information about the injury to improve work practices and eliminate reoccurrence.
4. Complete and submit to your Worker's Compensation Coordinator **within 24 hours** of the date of the accident:
 - Employee's Work Injury and Illness Report (from injured worker)
 - Employer's First Report of Injury or Disease (if applicable to your campus procedures)
 - Supervisor's Accident Analysis and Prevention Report and Evaluation of Repetitive Motion and/or Material Handling Activities
5. Notify Safety Manager to report injury. Assist them in completing their investigation.
6. If there's been a work rule violation, seek HR instruction for employee discipline.
7. Require injured worker to provide medical documentation regarding any time away from work.
8. Submit time reports and all supporting medical forms to the Worker's Compensation Coordinator biweekly at a minimum.
9. Arrange for alternate light duty work assignments for the injured worker and advise Worker's Compensation Coordinator. See your campus Return to Work program for additional information.
10. Maintain contact with the injured worker and the Worker's Compensation Coordinator throughout the course of the claim.
11. Maintain confidentiality of all information related to claim.