

SOUTHWESTERN OREGON COMMUNITY COLLEGE
On the Job Injury Procedures - Supervisor Responsibilities

1. As soon as the supervisor is made aware of an injury, he/she coordinates first-aid efforts, if appropriate, then fills out a written injury report.
2. If medical treatment is required, Administrative Services completes form 801 through item 27 with the employee, if possible. The 801 is also completed if the injured employee insists on filing a claim, even if medical treatment is not required.
3. Supervisor accompanies employee to doctor if at all possible. If employee does not express a preference, employee will be taken to the nearest facility, unless he/she clearly needs emergency room services.
4. Supervisor notifies Administrative Services of the injury the day it occurs and turns in a copy of the injury report (and 801 if medical treatment was sought).
5. Administrative Services follows up with the Early Return to Work Specialist throughout the claim to get employee to perform modified work, if possible.
6. If employee is off work, supervisor contacts him/her at least once a week to learn the most recent developments in medical condition and work status and relays information as he/she receives it to Administrative Services.
7. When employee is ready to return to work, supervisor makes sure he/she has a Medical release.
8. If employee is on light duty, supervisor makes sure he/she does not exceed restrictions.
9. Supervisor relays any change in restrictions to Administrative Services and discusses possible need for revising job.