**Accident Reports/Workers’ Compensation**

What to do if you get injured at work:

1. Call 911 if it is an emergency.
2. Immediately inform you supervisor of the injury/incident.
3. Call the Nurse Care Line at **1-844-847-8708.**
4. Complete the “*Incident Report for Staff” and the “Information and Privacy Statement”*.

**The *Incident Report for Staff* Form and *Information and Privacy Statement* must be completed and filed with the Business Manager’s Administrative Assistant in the Business Office within 24 hours.**These forms are found on the district website at [www.isd917.k12.mn.us](http://www.isd917.k12.mn.us), under For 917 Staff, District Forms, Worker’s Compensation Process and Forms.

Employees who need medical treatment should seek treatment at a facility of their choice.  Take and give clinic the “Worker Compensation Insurance Provider Information” for billing purpose. This form is also found on the website. The employee must return a “workability report” filled out by the attending physician to their administrator and the business office as soon as possible.

**Employee Work Related Injury Procedures**

* + Know and follow all safety policies and procedures
	+ Report **all** work related injuries immediately to your supervisor - within 24 hours
		- Reports may be made via e-mail, voicemail or in person
	+ Call the Nurse Care Line at 1-844-847-8708 for any incident.
	+ Return signed *Incident Report for Staff* and *Information and Privacy Statemen*t to your supervisor within 24 hours from the date received from your supervisor
	+ If medical attention is necessary, inform your treating doctor that recovery at work opportunities are available to accommodate your physical abilities
	+ At the time of clinic visit, have the doctor complete the required *Workability Report* and return to your supervisor
		- The district provided form can be used or the form can be a clinic form (it should include the clinic name, address and phone number)
	+ Provide the clinic with *Workers Compensation Insurance Provider Information* for billing purposes
	+ Provide the Workability Report to your Supervisor same day or within 24 hours of receipt
	+ If restrictions are imposed in the *Workability Report*, report to work on the next scheduled shift.  Follow your doctor’s orders and restrictions at home and at work.Visit the doctor at the conclusion of restrictions to assure release.