

Worker's Compensation

SUPERVISOR'S RESPONSIBILITIES

This document outlines the supervisor's responsibilities in the Worker's Compensation Process. There are three important areas to pay attention to: Prevention, After an Incident, and After Initial Medical Treatment.

Preventative

1. Ensure all safety policies are understood and procedures are being followed by employees.
2. Identify workplace hazards and implement effective solutions (have employees report any they notice during normal course of work).
3. Provide appropriate training on how to work safely and efficiently (use equipment, procedures, policies, etc.).

After an Incident

1. If immediate medical attention is needed, call 911.
2. If medical attention is necessary, direct employee to [the nearest medical facility](#).
3. Have employee fill out an [injury report](#) as soon as possible after the injury has occurred no matter how small the injury may seem.
4. Upon employee's completion of injury report, discuss with the employee what actions can be taken to prevent a recurrence of the incident.
5. Complete the Supervisor section of the injury report form and submit to HR promptly (within 24 hours of the injury if feasible).
6. Answer any questions from HR about the accident.

After Initial Medical Treatment

1. Always treat injured employees with care and concern. Supervisor follow-up is important.
2. If an employee is unable to work, ensure HR is informed for proper payroll processing.
3. Optional: Reach out to employee periodically to see how they are doing.
4. Keep up-to-date on the injured employee's recovery progress and return to work states. Continue to keep HR informed.