

On the Job Injury

Checklist for Principals & Supervisors

Day of Injury:

- The **Employee** must report the injury to his/her Supervisor immediately
- The **Supervisor** has the **Employee** fill out the [L&I Employee Accident Report Form](#)
- Supervisor** fills out [L&I Supervisor Investigation Form.](#)
- Both** forms must be sent to Mary Medrano at the District Office the same day as the accident.
- Supervisor** must report accident to Employee Safety Committee Chairman, Tom Harris at 509-398-0835, the same day as the accident. Tom Harris will then come to the location to do an accident investigation with the Supervisor. If Tom Harris is unavailable contact Rob Henne at 509-398-5858.
- If the employee requires non-emergency medical attention the Supervisor should direct the Employee to go to the District Office and get an L & I Packet from Mary Medrano before going to the doctor.

***** If the employee needs emergency care, it is then the Supervisor who should pick up the L & I packet from the District Office and take it to the hospital to have the employee as well as the doctor fill them out.**

***** If the Employee is hospitalized it must be reported to Matrix within 8 hours of the accident.**

Return to Work Program:

***** The employee is not permitted to return to work without a release from the health care provider.**

- The **Supervisor must** make sure the Employee brings in an [Activity Prescription Form \(APF\) or Doctor's Note.](#)
- Once the **Supervisor** has reviewed [Activity Prescription Form \(APF\) or Doctor's Note](#) for work release the form must be forwarded to Mary Medrano at the District Office.