

WORK COMP 101



USD 259

Employee Benefits & Insurance Management

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In The Event of A Workplace Accident ...

- ◆ Employee Reports Injury to the Supervisor immediately following the accident
- ◆ Completion of an Employee Report of Incident form
 - *Employee to complete side 1*
 - *Supervisor and Witness to complete side 2*
- ◆ Supervisor or designee is to notify the Work Comp office at 973-4579
- ◆ If an injured employee needs medical treatment, the Work Comp office will call the medical care facility and coordinate appointments with the employee

What happens next and what responsibility do I have?

- The employee should report to the supervisor and the Work Comp office after each recheck and therapy visit.
- The supervisor receives the work status report issued by the medical care provider concerning the employee's injury and ability to return to work with or without restrictions.
- A copy of this work status slip should be sent to the Work Comp office either through inter-school mail distribution or faxed to 973-4671.
- If the employee is given work restrictions defining the employee's physical capabilities, the supervisor in consultation with the Manager of Disability Programs will determine if the employee can safely return to work within the restrictions indicated.
- In the event it is determined by the supervisor and the Manager of Disability Programs that the employee cannot safely return to work within the stated restrictions, the supervisor may keep the injured employee off work on job injury (JI).

NOTE:

All employees should be instructed to report any work related accident to their supervisors immediately.

Should an event occur after hours please call Security Dispatch 973-2100.

It is important that the form be completed within 24-hours of the time of injury and that all information on the form is provided since we must file this information with the State of Kansas Workers Compensation Division.

Kansas Department of Labor

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