**Supervisor Responsibilities and Guidelines for All Work-Related Injuries**

1. Ensure prompt medical treatment is provided for all medical emergencies, and that appropriate transportation for medical care is immediately scheduled for the injured employee. Contact Campus Safety or call 911.
2. Ensure the employee has completed and signed the First Report of Injury form (Employee Information section) and the Injured Employee Responsibilities Form. Also provide employee with Medical Provider Letter and the Return to Work Form if they are seeking medical care.
3. If there are any witnesses, please have them complete the Witness Report section of the First Report of Injury form.
4. Complete Supervisor Report section of the First Report of Injury form and ensure that the accident root cause(s) have been identified and that corrective action(s) have been initiated. For corrective action(s), please work with Human Resources.
5. Return all completed and signed reports to Human Resources and Human Resources will report the injury to our workers compensation carrier.
6. If Employee will not be seeking medical attention, then only the First Report of Injury form needs to be completed and returned to Human Resources.
7. Follow up on corrective actions with Human Resources after a set period of time to determine if they are effective.
8. Work collaboratively with Human Resources to review modified duty opportunities and assign work as appropriate to injured employee.
9. Instruct injured employee to work within the documented restrictions with no exception and continually review and monitor employee work tasks.
10. If injured employee reports that the injury/illness is preventing them from working or they feel that work they are performing is not within their documented capabilities, contact Human Resources as additional medical evaluation may be required.
11. Coach employee in the need to provide Human Resources with updates on the status of the injury and treatment plan after each doctor’s visit.