



EMPLOYEE INSTRUCTIONS FOR ON-THE-JOB INJURIES

Notice to Employee

Reporting Requirements:

- Immediately report ALL on-the-job injuries to your supervisor.
- If you do not see a physician and there is no time loss, you fill out an **Employee Accident Report Form**.
- If you are going to see a physician your supervisor will have you fill out the Employee portion, Page 2, of the SAIF 801 Form. Be sure to make and keep a copy of the completed form.
- If you go see a physician at a later date your supervisor will have you fill out the Employee portion, Page 2, of the SAIF 801 Form. Be sure to make and keep a copy of the completed form.
- If you have time loss at the time of the injury your supervisor will have you fill out the Employee portion, Page 2, of the SAIF 801 Form. Be sure to make and keep a copy of the completed form.
- When you go to a physician for an on-the-job injury, you must present the “**Notice To The Physician**” to the attending physician to complete.
- When you go to a physician for an on-the-job injury, you must complete the “**Information Release Authorization**” form.
- If the attending physician prescribes Time Off from work or Light duty ***must*** have the physician provide you with detailed documentation and information in writing.
- All instructions and restrictions from your physician must be provided to Human Resources or your supervisor within 24 hours.
- If the physician prescribes Time Off from work, you ***must*** contact Human Resources each week and provide an update of your condition. Failure to contact Human Resources on a weekly basis may lead to disciplinary action.

