



SUPERVISORS' INSTRUCTIONS FOR REPORTING ON-THE-JOB INJURIES

The law requires EOU to file an accident report with our workmans' compensation insurance carrier (SAIF) for all "on-the-job injuries" when the injured party sees a physician or where there is time loss from the job.

- Employees are required to report all on-the-job injuries to their supervisor within 24 hours.
- If the injured worker sees a physician or has time loss from the job, have them read "**Employee Instructions for Reporting On-the-Job Injuries**" in this packet. The SAIF form 801 is required at this point.
- Have the injured employee complete **WORKER'S report of occupational injury or disease/illness**, Page 2 of the SAIF 801 form.
- The Supervisor should review the 801 form after the employee has completed it. Make *two (2)* copies of the form, one for the employee and one for your records. Human Resources will complete the **EMPLOYER'S report of occupational injury or disease/illness**, Page 1 of the SAIF 801 form.
- The Supervisor must complete the "On-the-Job Accident/Illness Investigation: and send it with the 801 form.
- Employees who are required to stay at home or who are returned to work with restrictions and/or limitations *must* bring instructions from the physician. Please deliver these instructions to Human Resources immediately.
- Employees who are off the job with a workers' compensation injury **MUST** contact Human Resources on a weekly basis with an update of their condition. Failure to contact Human Resources weekly may lead to disciplinary action.
- If the employee sees a physician or there is time loss from the job and the employee is unavailable to complete SAIF Form 801, the Supervisor should fill out the information on Page 2 of the 801 form as completely as possible and deliver it to Human Resources within 24 hours. Do not wait for the employee to return to work. Remember to keep a copy for your records.
- If the injured worker does not see a physician and has no job time loss, the Supervisor is to have the employee complete the "On-the-Job Accident/Illness Investigation". Please send this investigation form to Human Resources as soon as possible.
- Please contact Human Resources if you have any questions.