

**RISK MANAGEMENT DIVISION**  
**WORKER'S COMPENSATION PROGRAM**

**ON-THE-JOB INJURY CHECKLIST**

If an injured employee seeks medical attention they must fill out a **Self Insurer Accident Report (SIF-2)**. An employee has 12 months after an injury to file a worker's compensation claim. If an employee is injured and does not seek medical attention, please fill out the "**Supervisors Accident Investigation Report**" form **only**.

**Day of Injury:**

- The **employee** must report the injury to his/her supervisor/or their designee immediately.
- The **supervisor** contacts the Risk Management Specialist (3475) and the department payroll clerk to inform them that the employee is injured and will or will not have time loss.
- The **supervisor** provides the Worker's Compensation packet to employee to complete prior to going to the health care provider. If the employee is unable to complete the forms due to the nature of the injury, the forms must be sent to the employee to fill out immediately. **It is the supervisor's responsibility to make sure the Self Insurer Accident Report (SIF-2) form are completed and submitted to the Risk Management Division within 24 hours.**
- The **employee** takes a copy of the **Self Insurer Accident Report (SIF-2)** form, *Physicians Initial Report, Activity Prescription Form* to their medical care provider. *The Supervisor keeps the SIF-2 and forwards to Risk Management.*
- The employee is required to bring a physician's note to their supervisor to advise of the ability/inability to work when they have filed a workers' compensation claim. Review for a work release and forward to Risk Management upon receipt of physician's correspondence.
- The Supervisor's Accident Investigation Report should also be sent to the Safety Office the same day the injury is reported.
- If the employee is given time-loss by the physician, the Injured Employee Pay Acknowledgment 4-part form must be sent to the department payroll clerk immediately (copy to the employee, Finance payroll and Risk Management Specialist (M/S 610).
- The **department payroll clerk** must complete a PA if the employee is off work due to an on-the-job injury. If the employee has restricted or light duty and is not being paid the current wage, send a copy of the PA to the Risk Management Specialist for loss of earning power requirements.
- If the **employee** is performing light duty at a reduced wage, the **employee** is responsible to send a copy of the weekly time sheet to the Risk Management Specialist. It is the **employee's** responsibility to maintain contact with their supervisor, the Third Party Administrator and the County's Risk Management Specialist as to their return to work status.

**Return to Work Program:**

- The **supervisor must** make sure the employee brings in an "**Activity Prescription Form (APF)**" form or Dr note. **The employee is not permitted to work without a release from the health care provider.**
- Fax a copy of the "**Activity Prescription Form (APF)**" form or Dr's note to the Risk Management Specialist in the Risk Management Division (3499). Send original to Risk Management Division M/S 610.
- The Risk Management Specialist collaborates with supervisor regarding any restrictions outlined by the doctor for **immediate placement in a light duty position**. If light duty in the employee's department is not available the employee will **receive a light duty assignment in another department** until the restrictions are removed.
- The **department payroll clerk** must complete a PRC indicating that the employee is returning to work.