

## HISD EMPLOYEE INJURY INCIDENT CHECKLIST

### Health Emergency/Accident/Injury

#### Employee action steps per staff handbook:

1. Upon an employee health emergency, accident, or injury, if there are multiple witnesses, one will stay with the injured or sick individual while another contacts an administrator/designee.
2. First aid will be administered as appropriate.
3. An ambulance will be called if needed. In this event, call the administrative office to notify them of this action.
4. Emergency contacts will be notified, as appropriate, by the administrator/designee.
5. Upon an employee non-emergency situation, the injured employee should contact the supervisor prior to seeking medical treatment. In the event of an emergency, contact may be made after the fact.
6. The injured employee must complete an HISD employee injury report – form 2B. If the injured employee is unable to perform this action, then a witness or supervisor may complete the accident report form on their behalf. Forms are available from the building secretary, the finance office, or on the HISD website.
7. The employee must submit to the finance office the completed injury report. If medical treatment is necessary, they will receive an authorization to treat form as well as a first fill prescription card and further directions.
8. At no time should an employee be seen by their personal doctor in response to this incident, unless in an emergency room, in an emergency situation, where your personal doctor is the ER on-call doctor.
9. Once the situation has stabilized, the administrator will do an investigation of the incident and complete a supervisor report of accident form.
10. Employees who received medical attention must submit a return to work slip from the physician who treated them for this incident to their administrator prior to returning to work.

#### **Injured Employee:**

*Follow these steps to process a worker's compensation claim on an injured Employee:*

#### **Step 1: Complete the HISD Employee Injury Report – Form 2B**

*(Obtain from building secretary, finance office, school nurse, or HISD website: General Information/HISD Employee Resources) Important – Fill in ALL Blanks*

**Step 2:** *Send/Fax copy of completed form to Finance Office and Supervisor immediately after the situation has stabilized.*

**Step 3:** *If injured person is seeking medical treatment, send them with a copy of the authorization to treat form, job description, and first fill prescription form. Injured staff will need to be seen at one of HISD's designated Worker Compensation facilities which are McLaren Thumb Region or Scheurer Healthcare Network. If emergency – go to nearest ER.*

**Step 4:** *Staff member return page 2 of authorization to treat form with return to work information on it to the Finance Office and Supervisor.*

## **Supervisor Steps After Situation Has Stabilized:**

**Step 1:** *Once situation has stabilized, do an investigation of incident and fill out the Supervisor's report of accident form. Give report to Finance office. If security footage review and save.*

**Step 2:** *Review staff member return to work slip for any restrictions. If restrictions be sure HISD can accommodate before allowing staff member to return to work. Follow any administrative rules/guidance on return to work with restrictions.*

## **Frequently Asked Questions:**

### **What if injured person determines a need for medical attention hours or days later?**

*An accident report should always be completed for an injury on the date it happens, even if immediate medical attention is not needed, and the staff supervisor should be notified. Therefore, if it is determined later that medical attention is needed, contact your immediate supervisor. The supervisor would contact the finance office for an authorization to treat form and claim number and further instructions.*

### **Do I need to use sick days for time off due to a worker's compensation claim?**

*If you are on worker's compensation for 7 consecutive days only, then yes you must use your sick days in order to be paid. If it is determined that days 8 through 13 are worker's compensation days, then your first 7 days will be sick leave days and days 8-13 will be paid for by worker's compensation. If day 14 is considered worker's compensation, then worker's compensation will retro pay back to day 1 and your sick leave days will be returned to you through payroll deduction. You must also check your union contract for any additional pay due to you for the difference between the worker's compensation payroll and the normal district payroll. The first seven days need to be consecutive (including weekends).*

### **What if my personal belongings get damaged, such as eye glasses, earrings, clothing?**

*Always complete the worker's compensation injury report – Form 2B, if personal belongings are damaged. If it does not qualify for a worker's compensation reimbursement, check your union contract for specific language on reimbursement.*