

Checklist for Industrial Injuries

- RN First Call:** Have the employee call the nurse toll-free at 877-854-6877 (available 24/7/365) to report the injury and receive first aid advice and medical treatment referral, if appropriate.

In cases of serious or life-threatening injury, seek emergency treatment first. The supervisor or employee may contact the toll-free number after appropriate treatment has been secured.

- Referral to designated occupational medical facility:** If treatment is appropriate, the nurse will direct the injured employee to your clinic or nearest after-hours facility.

Pre-designated personnel physician: If the injured employee indicates that he or she has pre-designated a personal physician to treat an industrial injury, confirm with personnel. If no valid pre-designation form is on file, redirect the employee to your designated occupational medical facility right away.

- DWC1 Employee Claim Form:** For cases with lost time and/or treatment beyond first aid, provide the Employee's Claim for Workers' Compensation form (DWC1) within 1 working day of your knowledge of the injury, either personally or by U.S. mail.

- Hand-delivered
- Sent via U.S. mail to the employee's home

Upon receipt of the form back from the employee, complete the employer portion and forward to Human Resources. Do not complete the employee portion of this form.

- Accident Investigation Report:** Complete as soon as possible following the accident. Document all details and identify all witnesses. Obtain written statements from the employee and any witnesses, if appropriate. Upon completion, forward the report to Human Resources.

Third party involvement (other than a co-worker): If a third party is involved in the accident, including all motor vehicle accidents, obtain names, addresses, phone numbers and insurance information. If equipment or machinery is involved in the accident and there is any possibility of malfunction, isolate the equipment/machinery pending inspection.

- Temporary Transitional Work (TTW):** On receipt of medical work restrictions, determine if appropriate tasks are available. The MPA Claims Examiner can also assist you as needed, particularly in obtaining or clarifying the nature and duration of restrictions. Follow all recommended policy guidelines.

When assigning or changing tasks, or removing the employee from the TTW program (because work is no longer available or because maximum time in the program has been exhausted), **interact** with the employee so that he/she understands the temporary nature of the work and the reason for any changes.

- Temporary Transitional Work Agreement:** Complete with the employee and provide a copy to Human Resources. Advise HR of the date that the employee starts the TTW assignment.