

Supervisor Checklist for Worker's Compensation Claims

- † When an employee reports an on-the-job injury or illness, fill out and submit a WSU Incident Report **within 24 hours of the incident to Human Resource Services (HRS).**
- † If an employee misses the next work shift, or if medical attention is sought, you must fill out the Supervisor's Accident Investigation Report.
- † If an employee will miss more than 3 days due to the injury/illness, contact HRS immediately.
- † If the employee misses the next full shift or subsequent shifts; you must send a Time/Leave Report to HRS.
- † The "Work Status Activity Prescription Form" form needs to be completed by the medical provider and sent to you or HRS before the employee is allowed to return to work.
- † If the physician lists any work restrictions; contact HRS as soon as possible regarding the return-to-work process.
- † Work with HRS to formalize a plan to periodically increase the duties, with the expectation of returning the employee to full regular duties. The physician's written approval is needed for every increased step.
- † If the employee will be off work for an extended period of time and are not medically stable to pursue a return-to-work plan; the supervisor and the employee are encouraged to remain in contact with HRS.
- † Seek the assistance and guidance of HRS throughout this process.