

Secretary and/or Supervisor Responsibilities

Communication

- It is the responsibility of the worker and/or supervisor to immediately notify Becky Brenner of an incident or changes concerning a modified work assignment or hours. Becky will then communicate with SAIF Corporation if applicable for workers compensation claims.

Incident reporting

- When an incident occurs which results in injury requiring **professional medical treatment**, the Secretary and/or Supervisor will forward a completed workers' compensation **801** form to Becky Brenner. This form is to be completed by the employee, not the doctor.
- All other information will be forwarded as soon as developed, including:
 - Completed **Release to Return-to-Work Form** from attending physician and medical documentation, if appropriate
 - Any new Doctor's Notes

Medical treatment and Modified Work duty physical condition

- A **Release to Return-to-Work** form will be provided to the worker to take to the attending physician for completion and/or approval.
- At the time of first medical treatment the **Release to Return-to-Work** form must be completed and returned to Personnel. If one is not, we will accept a Dr. note that explains the modified work duty.
- The completed **Release to Return-to-Work** form will be reviewed by needed individuals to determine what the modified work duties will be.

Supervisor

- The supervisor will monitor the worker's performance to ensure the worker does not exceed the worker's physician release.
- The supervisor will monitor the worker's recovery progress through regular contact to assess when and how often duties may be changed. The supervisor will assess the schools ability to adjust work assignments upon receipt of changes in physical capacities.

DO's timeline for reporting

- 801 Workers Comp Claim - 24 hours after incident, no later than 5 days
- OSHA Fatality - 8 Hours
- OSHA in-patient hospitalization, amputation, loss of an eye - 24 Hours
- If a fatality occurs within 30 days of the work-related incident, or if an in-patient hospitalization, amputation, or loss of an eye occurs within 24 hours of the work-related incident, then you must also report the event to OSHA within the OSHA timelines above.

Questions or Concerns please contact:

Becky Brenner

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(503) 554-5039