

Supervise an injured worker?

1. Ensure the injured worker gets appropriate medical treatment.
 - a. Your work area should have a first aid kit for treating minor injuries. A person should be assigned to check and stock the kit as needed.
 - b. The injured worker can be treated by an off campus health care provider for more serious injuries.
 - i. Check to make sure the provider is authorized by L&I. <https://secure.lni.wa.gov/provdir/>
 - ii. The on campus Health Center does not bill insurance. This means L&I cannot pay the Health Center for the medical treatment.
 - c. Call 911 for serious injuries.
2. Complete (or have the injured worker complete) a college injury and illness report form
 - a. The form is available on line <http://www.evergreen.edu/facilities/docs/accidentreport.pdf>
 - b. Fill it out, print it and mail to EHS in Lab II 1265.
3. Stay in contact with the employee. Ask the employee if the health care provider gave them work restrictions or a note taking them off work. Forward copies to EHS.
4. Depending on the work restrictions, we may be able to locate a temporary light duty position elsewhere on campus or we may be able to restructure the employee's current position to allow them to return to work. Contact EHS at 867-6111 or herringr@evergreen.edu to explore options. It is the college's goal to get injured workers back at work as soon as medically feasible. This helps keep our worker comp insurance rates down and it helps keep injured employees in the work force.
5. L&I has a financial incentive program to provide temporary light duty work to injured employees. L&I may reimburse up to 50% of the injured worker's wage, 1000.00 for training, 400.00 in clothing and 2500.00 in tools and equipment as part of their Stay at Work program. Contact EHS for more information.
6. If the employee was off work or on work restrictions, make sure they have a release from their doctor to return to work or to full duties.