

County of Sacramento
WORKERS' COMPENSATION OFFICE
WORK RELATED INJURIES/ILLNESSES
SUPERVISOR'S CHECKLIST

As a supervisor, you must convey the message that you care about your employees both before and after work injuries occur.

PREVENTION OF INJURIES:

Safety is a key to reducing injuries, thereby, controlling workers' compensation costs.

- Provide Safety orientations, training, and regular meetings covering operations and hazards of each job as required by state law.

PRIOR TO INJURY:

At the time of hire, employees are provided with a "Workers' Compensation Designated Physician Form." The purpose of the form is to allow employees the right to choose a physician to treat them in case of industrial injuries. Anytime after the date of hire supervisors must:

- Upon request from employee, provide a "Workers' Compensation Designated Physician Form." Accept requests for designated personal physicians anytime prior to injury.
- Forward the personal physician designation form to the Workers' Compensation Office, mail Code 58-600

AFTER THE INJURY:

When the supervisor receives notice or has knowledge of a work related injury or illness, he/she must:

- Determine the Worker's immediate medical needs and arrange for treatment. Administer first aid, if required, or IN CASES OF A SERIOUS ACCIDENT OR INJURY: 1) DIAL 9-911 to dispatch emergency personnel, and 2) contact the Workers' Compensation Office at 876-5251.
- Refer the employee to the nearest Medical Clinic of Sacramento, Inc. (MedClinic) for treatment if the injury is not serious and there is no "Workers' Compensation Designated Physician Form" on file.
- Notify the Workers' Compensation Office (876-5251) and the injured worker's relatives or emergency contact person if the injury is serious.

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- Identify the cause of the injury or illness and take the necessary steps to secure the workplace to avoid further injury.
- If equipment was involved in the injury (broken chair, ladder, machinery, vehicle, etc.), take necessary steps to secure the evidence.

FIRST AID INJURY:

If the injury or illness required only first aid treatment and there was no medical treatment required, the supervisor must:

- Complete only the Supervisor's report of Injury/Illness Form (WC 9) within 24 hours*** of injury and completed form to the Workers' Compensation Office.

MEDICAL TREATMENT INJURIES/ILLNESS:

If the injury or illness results in lost time beyond the date of injury or requires medical treatment beyond first aid, the supervisor must:

- Within one working day** of notice or knowledge of incident, complete line 1 and the employer section with the exception of line 13 of the Employee Claim Form (DWC-1).
- Remove the gold copy (Workers' Compensation Office Acknowledgment) of the Employee Claim Form (DWC-1).
- Provide the worker (or his/her dependents or agent) within one working day with the remaining copies. The form may be delivered personally or by first-class mail.

Completion of the remainder of the claim form is the responsibility of and at the discretion of the employee.

- Provide the worker with the "Authorization to Release Records" form.
- Provide the worker with the "Benefit Election" form.
- Collect all information about the injury. Note when, where, and how the incident occurred and names of witnesses. Obtain the worker's account of the incident.
- Complete the Supervisor's Report of Injury/Illness (form WC9).
- Complete the Employer's First Report of Injury/Illness (form "5020").

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- Forward the gold copy of the DWC-1, the Supervisor's Report of Injury/Illness, and the 5020 form to the Workers' Compensation Office (58-600).
- Upon return of the claim form, make sure the employee has removed the pink copy ("Employee's Temporary Receipt") of the Employee Claim Form (DWC-1).
- Within one working day of receipt of this claim form** from the employee, complete the remainder of the employer section and provide the yellow copy to the employee. Forward the remaining white (original) copy to the Workers' Compensation Office (58-600).

On-Going:

Communication is a key to controlling workers' compensation costs and assuring timely recovery from work injuries.

- Contact the employee a few days after the injury to answer questions and determine any special needs or problems.
- Maintain contact with the injured worker and the claims adjuster regarding the status of the claim.
- Provide reasonable job accommodations to the injured worker.