

# WHAT THE SUPERVISOR SHOULD DO IF AN EMPLOYEE IS INJURED ON THE JOB



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1. For emergencies call 911. If the employee needs medical attention, other than emergency, they must select a medical provider from the IMO Med-select Network [https://www.utep.edu/ehs/\\_Files/docs/Forms/wc-treating-doctors.pdf](https://www.utep.edu/ehs/_Files/docs/Forms/wc-treating-doctors.pdf)

2. Supervisor is REQUIRED to complete the incident report and notify EH&S within 24 hrs of the incident.

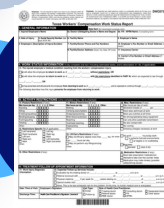


Scan me for incident report form



3. Failure to report the incident to EH&S may result in the denial of the claim.

4. If the employee seeks medical attention, inform employee that they are required to give a copy of every work status report (DWC 73) to supervisor and EH&S.



5. Supervisor needs to review work status report.

6. Fax at (915) 747-8126 or email to [eh&s@utep.edu](mailto:eh&s@utep.edu) work status report to EH&S immediately



7. If the employee returns to work with restrictions, EH&S will contact supervisor to discuss work restrictions.

8. If the department is not able to accommodate restrictions, EH&S will attempt to place the employee in a temporary department. A work agreement will be prepared by EH&S.



9. If an employee misses any work day(s) due to the injury, the supervisor must notify EH&S.

10. The supervisor must notify EH&S immediately when the employee returns to work due to the work injury.



If you have any questions, let us know