

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



1.

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

For **life threatening** emergencies call 911. For non-emergencies, select a medical provider from the IMO Med-select Network at www.utep/eh&s.

2.

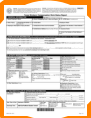


3.

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

Supervisor and injured employee will be contacted by the CCMSI adjuster handling the claim.

4.



5.

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

The supervisor needs to review work status report.

6.



7.

Email eh&s@utep.edu work status report to EH&S immediately.

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

8.



9.

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.

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

10.



11.

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