

Knowledge Quest Academy Management Accident Investigation Report

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| <ul style="list-style-type: none"> <input type="radio"/> Injury – First Aid Only <input type="radio"/> Injury – Medical Treatment <input type="radio"/> Property Damage <input type="radio"/> Decline Treatment – Record Only | Injured Employee | Occupation |
| | Assigned Department | Supervisor |

Date & Time of Incident	Date Incident Reported	Incident Location	Witnesses
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SUMMARY – Describe the incident (where and how did accident occur) (photos and/or sketches may be necessary). Nature of injury and what part of body was affected:

ANALYSIS – Describe conditions that led to the incident (environmental conditions, tools/equipment used or task being performed).

RECOMMENDATIONS – Describe any controls and/or corrective procedures that may prevent the recurrence of similar incidents.

ACTION TAKEN – Describe measures taken by management to improve the system (employee training, new equipment, changes in safety policies, changes in operating procedures, etc.) and to prevent occurrence of similar incidents.

Safety Violation: Yes _____ No _____

Report completed by: _____ Date: _____

Report reviewed by: _____ Date: _____

Knowledge Quest Academy

Follow-up regarding injured Employee

Note: Supervisor must complete this form immediately following an injury and return to the District Administration Office the same date the employee returns back to work. If the employee has not returned back to work the same date the Supervisor must follow-up with the District office on a weekly basis regarding status of employee.

Questions after Workers Compensation Claim has been filed:

- 1) Has employee returned to work?**

- 2) If employee has not return back to work the same day, how many days(hours) have they been out?**

- 3) What was their last day of work?**

- 4) Did employee provide us with a doctor's note stating they could return to work? (If so copy and send to me)**

- 5) Do you have any concerns with this employee?**

- 6) Do we know if employee had any pre-existing conditions?**

Workman's Compensation Process

Employee completes the First Report of Injury form which can be found on the districts website. Once the form is completed email to annette.miller@weldre5j.org. The employee must designate which workman's comp provider they will be going to.

The district office (Annette) submits the workman's comp claim. The employee will receive an email from RAS who is our Workman's Comp provider. This information needs to be taken with the employee to their appointment. Annette will work with the Workman's Comp claim's representative to provide any earning information when contacted.

Employees Responsibilities:

Once the claim has been filed the employee is responsible for getting any and all providers their claim number and Workman's Comp provider (RAS). The employee is responsible for working with their designated Workman's Comp claim representative.

Workman's comp does not pay the employee until they have missed three days of work. The employee can use their leave during these three days. The employee needs to provide to their workman's comp representative any hours missed from work after the 3rd day.

The employee is responsible for giving their building principal and Annette in the Human Resource department a copy of their Physicians report every time they are seen by a workman's comp doctor.

The employee is responsible for following the restrictions stated on the physicians report.

If the building principal cannot accommodate the restrictions that fall within the scope of the employee's position, the employee will be off work until they have been released or until accommodations can be made.

Employee will receive compensation from Workman's Compensation as stated in the District policy. Compensation is 2/3's gross wage, as they do not take out taxes.

If the employee has any issue with their workman's compensation doctor, they will work with their workman's compensation claim representative to find a new provider.

If the employee has any issues with the process or if they are not receiving payment, they will contact Annette in the Human Resources department for assistance.

Principal's Responsibilities:

Complete Supervisors forms regarding employee's injury. Follow-up with employee to make sure they are receiving the Physicians report each time the employee has an appointment. Review form to see what restrictions have been made and make determination if you can accommodate the restrictions listed within the scope of the employee's position.

If they cannot, please contact Annette in HR to discuss.

The building principal will work with Workman's Comp claims representative regarding any time the employee has missed from work and will provide the claim representative with the date the employee returned to work and if the date of return was a full day or half day. The building principal will ensure the employee is putting in dock days if they have not been able to work.

Provide any missed time to Annette and to the assigned workman's comp representative.

Notify Annette once the employee is back to work full time.