

ACCIDENT REPORTING PROCEDURE FOR WORK RELATED INJUIES

Workers' Compensation procedures require that all injuries, even those of a seemingly minor nature, be officially reported. Sometimes the so-called minor injury develops into a serious, complicated condition. Any work-related injury must be officially reported on a claim form with the Workers' Compensation Coordinator (Devon Rock at the District's Administration Office 724-637-2117, ext. 2000).

HOW TO PROCEED IF INJURED AT WORK

- A. Seek medical treatment at the nurse's office, if necessary and obtain an injury report, or appropriate clinic/hospital. The list of providers is attached for non-emergencies.
- B. Report injury to Devon Rock, your school's Workers' Compensation Coordinator, **within 24 hours**.
 - 1. Fill out all necessary paperwork.
 - 2. Medical treatment with a doctor on the school's panel must be used for coverage by Workers' Compensation.
 - 3. All related paper work must be turned in regularly to your school's Workers' Compensation Coordinator.
 - 4. You must keep in contact with your school's Workers' Compensation Coordinator and keep that person up to date on appointments, procedures and treatments you are receiving.
 - 5. You must keep in contact with your immediate supervisor if you are absent from work due to your work related injury. This is helpful in scheduling substitutes for your job while absent.
 - 6. If your injury requires you to be absent from work, you must present a return to work excuse from your panel doctor who has been treating you before returning to work. The excuse must state you can return to work performing "**full duty**". Our school district does not have any light duty positions. If you are unable to perform your full duty job, you cannot return to work.
- C. Report injury to your immediate supervisor within 24 hours.

If you have any questions, please contact the Worker's Compensation Coordinator, at the Administration Office,

Devon Rock at 724- 637-2117, ext. 2000 drock@moniteau.org 724-496-5273.