EMPLOYEE INJURY MANAGEMENT

released to full duty *or* automatically 60 days after the assignment start date

EMPLOYEE REPORTS INJURY TO IMMEDIATE SUPERVISOR FOR INJURY ASSESSMENT **Event or First Aid Only** Minor Injury **Major Injury** Requires No Medical Treatment or Requires Off Site Non-Emergency Requires Emergency Medical First Aid Medical Treatment Treatment **Before Employee Leaves Work Site** IN LIFE- OR LIMB-THREATENING First Aid rendered (if needed) • Employee provided with list of **EMERGENCY, INJURED WORKERS** designated Workers' SHOULD CALL 911 OR SEEK CARE **Compensation Providers** FROM THE NEAREST HOSPITAL EMERGENCY FACILITY. • Employee and Supervisor complete First Report of Injury form and · Supervisor or designee immediately return to Insurance Services within 3 Supervisor or designee immediately reports injury to Tristar Risk days of injury. contacts Insurance Services at (801) Management at (801) 713-9140 ext. • If employee later seeks off site medical 567-8285 to report injury treatment for the injury, supervisor or Supervisor or designee immediately Employee and Supervisor fill out First designee reports injury to Tristar Risk reports injury to Tristar Risk Report of Injury form (required if Management at (801) 568-5138 ext. Management at (801) 713-9140 ext. employee seeks medical treatment) and 2211 2211 returns to Insurance Services within 3 days of injury Supervisor fills out First Report of Injury Form and returns to Insurance Services within 3 days Is employee able to return to full duty of injury with no work restrictions? • If the employee is unable to return to work, Supervisor will remain in contact with employee until the employee is able to No Yes return Employee submits Work Status Employee submits release to return to form to Insurance Services. Human work signed by treating health care Resources and supervisor determine provider to Insurance Services prior whether Transitional Work to return to work Assignment is appropriate Employee returns to regular duty and If Transitional Work Assignment is attends follow up appointments with needed, Human Resources and the health care provider supervisor will fill out Transitional Work Assignment Offer & Agreement **Employee provides Insurance** Services with updated Work Status form after each appointment Transitional Work Assignment terminates when employee is