

EMPLOYEE RESPONSIBILITIES

1. REPORT INJURY TO SUPERVISOR

It is the employee's responsibility to immediately give notice of an accident or injury as soon as possible after the incident occurs.

2. SEEK MEDICAL TREATMENT

The employee is responsible to accept medical treatment provided by the employer to treat an injury.

3. ADVISE OF MEDICAL WORK RESTRICTIONS

The employee should follow prescribed treatment to effect a cure for the injury. The employee shall notify the supervisor of any medical restrictions immediately.

4. COMPLY WITH RESTRICTIONS OR RETURN TO REGULAR DUTY

Refusal to comply with work restrictions shall bar the employee from further compensation. Employee shall return to regular work schedule if no restrictions apply.

5. KEEP SUPERVISOR NOTIFIED OF CHANGES/CONCERNS

Employee shall keep supervisor notified of any changes in medical condition or any concerns in reference to his/her case.

EMPLOYEE CHECKLIST

- Report injury to Supervisor**
- Seek Medical Attention**
- Advise Supervisor of Medical Work Restrictions**
- Comply with Restrictions or Return to Regular Duty**
- Notify Supervisor weekly of Changes or Concerns**