

SUPERVISOR RESPONSIBILITIES

- 1. SEND EMPLOYEE TO "University Student Health Services (UNLESS EMERGENCY)**
Emergency situations will be handled on a case by case basis. If University Student Health Services is closed or the incident is an emergency (danger to life or limb) the employee should be transported to Watauga Medical Center Emergency Room. The employee should be given immediate medical attention and notification should be given as soon as possible to the agency Workers' Comp. Administrator (WCA).
- 2. NOTIFY WCA OF CATASTROPHIC INJURY**
Contact the WCA immediately after receiving notice that an injury has occurred. Give details of the incident to WCA so communication may begin with injured employee, physicians and Key Risk.
- 3. INCIDENT INVESTIGATIONS**
A Supervisor shall investigate all injuries as soon as possible after the incident occurs. Names and reports from any witness that may have seen the incident should be forwarded to Safety Office with Workers' Compensation Forms within 24 hours or as soon as possible.
- 4. COMPLETION OF WORKERS' COMP. FORMS WITHIN 24 HOURS**
If any supervisor or manager (whether or not the employee's immediate supervisor) has knowledge of the accident or injury, the Industrial Commission considers this as notice of the accident to the employer, and a Form should be completed immediately. With reference to occupational diseases, the time frame for notice begins when the employee is first informed of the work-related illness by a medical authority. All form shall be mailed or faxed to the WCA immediately.
- 5. IDENTIFY MODIFIED DUTY AVAILABLE AND NOTIFY WCA**
Notify WCA that you have modified duty available within your department.
- 6. MAINTAIN WEEKLY CONTACT DURING DISABILITY**
To ensure effective communication, maintain weekly verbal contact with your injured employee during the disability period. Keep the employee notified of any departmental changes while employee is out of work.
- 7. NOTIFY WCA OF MEDICAL STATUS CHANGES OR ABSENCES**
In order to be sure appropriate processes are initiated regarding treatment, restriction, leave and payroll, the supervisor must immediately notify the WCA if the employee indicates a change in the medical status or condition, or if the employee indicates an absence is related to the injury.

SUPERVISORS CHECKLIST

- Send Employee to Approved Medical Provider (Unless Emergency)**
- EMERGENCY ONLY Immediately notify WCA of catastrophic injury
If After Hours, Contact University Police (828-262-8000)**
- Complete appropriate Forms within 24 hours; Obtain All Signatures
And send to WCA**
- Identify Modified Duty and Notify WCA**
- Maintain Weekly Contact with Employee**
- Immediately notify WCA of employee notification of medical status change or
absences due to the injury.**