

On-the-job Injury Flow Chart

Did an accident/injury
happen at work?

Emergency

Call 911 and seek
immediate medical attention

1 Employee completes an accident report as soon as possible and gives the report to the building secretary or immediate supervisor. If the employee isn't able to complete the report in a timely manner, the Supervisor should send their completed report by itself within the next 24 hours.

2 Supervisor conducts an investigation, takes (or arranges for) corrective action, if necessary, then completes the Supervisor's Accident Report.

3 Offices scan or fax both the Employee and Supervisor reports to the Payroll Office. Send the originals through the school mail.

Non-Emergency

If necessary, get appropriate treatment such as basic first aid from the school nurse or building first responder.

1 Employee reports the incident as soon as possible and completes an accident report. The report is given to the building secretary or immediate supervisor.

2 Supervisor conducts an investigation, takes (or arranges for) corrective action, if necessary, then completes the Supervisor's Accident Report.

3 Offices scan or fax both the Employee and Supervisor reports to the Payroll Office. Send the originals through the school mail.

Employee is able to seek treatment from a medical provider should they choose.

If medical care is received from a doctor, chiropractor or other primary care giver, a "Work Ability and Return to Work" form must be completed and given to the employee's supervisor or to the payroll office prior to the employee returning to work.

All forms can be found on the District web site: www.isd318.org > Staff > Employee Info > Safety

Once the accident reports are received in Payroll, a First Report of Injury (FROI) is completed and sent to our Workers' Compensation Carrier and the State of Minnesota. All reports are assigned a claim number. Employees will receive a copy of the FROI with the claim number along with additional information from the Payroll Department.

*****The information must be completed as soon as possible*****