

WORK RELATED INJURY / ILLNESS PROCEDURE

For Life Threatening Injuries - CALL 911 IMMEDIATELY

WITHIN 24 HOURS

EMPLOYEE

Immediately report work related injury/illness to Supervisor. Complete the Injury/Illness Form. Obtain from Supervisor (or the Human Resource Services home page at inside.sou.edu/hrs, then select forms) the Workers' Compensation Claim Form (801) and complete:

- ❖ Lines 1-26 if Incident Only (Do Not Sign form).
- ❖ Lines 27 if seeking medical treatment (Sign Form).
- ❖ Return form 801 to your Supervisor or Human Resource Services.
- ❖ Seek medical attention and have your physician or practitioner complete form 827.

A representative from SAIF Corporation, SOU's third party adjustor, will contact employee to obtain additional information.

SUPERVISOR

To obtain required forms, please go to the Human Resource Services page at inside.sou.edu/hrs. If you are unable to provide the Claim Form (801) to employee, please call (541) 552-8119 immediately for mailing within 24 hours. Upon notification of injury from employee, proceed as follows:

- ❖ Complete the Work Related Injury/Illness Form and obtain employee's signature.
- ❖ If the accident involves property damage contact Campus Public Safety.
- ❖ Review 801. If **no** medical treatment is needed, have employee complete **Lines 1-26 only**. If medical treatment is needed, employee **signs** Line 27.
- ❖ Copy forms for employee.
- ❖ FAX, deliver or email forms to Michele Barlow, Assistant Director of HR/ Accessibility Coordinator, Human Resource Services, Churchill Hall Room 159 FAX (541) 552-8508, email - barlowm@sou.edu.

IF EMPLOYEE IS HOSPITALIZED OSHA NEEDS TO BE NOTIFIED WITHIN 24 HOURS

Does Employee Want To Seek Medical Treatment?

YES

For emergencies, call 911

A completed Claim Form 801 must be submitted to HR

INITIAL TREATMENT

A medical provider of the employee's choosing, emergency room or urgent care facility.

FOLLOW UP TREATMENT

A medical provider of the employee's choice, or a medical provider assigned by SAIF with the approval of the employee.

After Each Doctor Appointment

Employee must use own leave for follow-up doctor appointments

- ❖ Employee will provide Human Resource Services a copy of the doctor's note from their appointment.
- ❖ If work restrictions are identified, Employee, HR and Supervisor discuss to determine reasonable accommodation when operationally feasible.
- ❖ FAX, deliver or email doctor's note to Human Resource Services Attn: Michele Barlow - Assistant Director of HR/Accessibility Coordinator, (541)552-8508 FAX barlowm@sou.edu. Churchill Hall Rm.159

NO

If treatment is requested by employee at a later date:

Employee must contact Human Resource Services

HAVE QUESTIONS OR NEED FORMS?

Please Contact:

Michele Barlow

Assist. Director of HR/Accessibility Coordinator - Human Resource Services
Churchill Hall, Room 159
1250 Siskiyou Blvd.
Ashland, OR 97520

inside.sou.edu/hrs

(541) 552-8119 Phone

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