



## **Instructions for Worker's Compensation Work Related Injuries**

### **Accidents on Duty**

*When an employee (full or part-time) has an accident and is injured in any manner while on duty, the employee must immediately report the accident/incident to his/her supervisor. The supervisor will report the accident/incident to the school secretary or designated person to file the accident report.*

*Any principal, supervisor, secretary, nurse or manager who has knowledge of an incident or injury on the job must ensure their school secretary or designated person completes the First Report of Injury regardless of whether the employee complies.*

### **Procedures**

*The following procedures must be followed when a work accident or injury occurs or is reported:*

### **Employee Responsibilities**

1. Report
  - All employees must immediately notify their supervisor of any injury that occurs while on duty – regardless of whether they require medical attention.
2. Medical Treatment
  - Goose Creek CISD has chosen the Political Subdivision of Worker's Compensation Alliance (the Alliance) to manage the health care and treatment of employees who are injured at work.
  - For emergencies, employees may go to the nearest emergency room.
  - For no emergencies, employees must choose a treating physician from the Alliance Provider Network listed at [www.pswca.org](http://www.pswca.org).
  - Employees are responsible to inform the treating physician of job their current job duties.
  - Employee must keep WC Specialist updated on work status after each check up with the treating physician until employee receives a full release to return to work.
3. Restrictions
  - After seeking medical treatment if the employee is released to return to work with restrictions, the Work Status Report should be given or sent to the Worker's Comp Specialist (281-707-3601) to determine if we are able to accommodate the requested restrictions.
4. Lost Time
  - In the event an employee is unable to return to work due to an injury, the employee must immediately notify their supervisor and the Worker's Comp Specialist (281) 707 – 3705, [workerscomp@gccisd.net](mailto:workerscomp@gccisd.net).
  - Employee must advise WC Specialist if they wish to use their available leave for their absences via the Leave Election Form. If this form is not received, you will be docked and not receive pay for any absences taken after your injury.
  - Employee must notify WC Specialist on current work status immediately following each check up with the treating physician until released to return to work.

## **Supervisors Responsibilities**

*In the event of a medical emergency, the supervisor should direct the employee to the nearest emergency facility for treatment.*

- Any supervisor, manager, principal, secretary, nurse or member of HR who receives a report of injury on the job or becomes aware of an incident must direct and/or escort the employee to the campus secretary or designated employee to complete the First Report of Injury and other mandatory notifications.
- The supervisor is responsible for ensuring the secretary or designated employee is notified immediately of any lost time from work after an injury or the ability to return to work.

## **Campus Secretary or Designated Employee Responsibilities**

- When you receive notice that an employee has been injured on the job, complete the First Report of Injury online at <https://www.tasb.org/apps/froi>. Once this form is completed, print and keep a copy for your records.
- If the employee is seeking medical treatment, complete the Progressive Medical First Fill form and give to the employee. This will allow the employee to fill a prescription.
- Give the employee a copy of "Notice of Injured Employee Rights and Responsibilities."
- Have the employee complete and sign the "Employee Acknowledgement of the Alliance and the Elect Leave Benefits with Worker's Compensation form." Give a copy to the employee and keep a copy for your records. Email a copy of both forms to the WC Specialist, Letty Arredondo [leticia.arredondo@gccisd.net](mailto:leticia.arredondo@gccisd.net) or fax to (346) 216 – 3000.