

1100.4 Accidents

Employees are required to report all work-related accidents, even minor ones, to their supervisor immediately. Failure to do this may jeopardize the employee's rights under Workers' Compensation.

When an employee sees a health care provider or goes to the emergency room as the result of a work-related accident, it is the employee's responsibility to obtain the necessary physician's statement and take it to their immediate supervisor, manager or Personnel Office, Facilities Management the same day or next work day following the appointment.

An employee who has been off work on Workers' Compensation must have a full physician's release in order to return to work and be able to perform all essential job functions. If it appears an employee cannot perform essential job functions at an acceptable level, the supervisor should consult with management before allowing the employee to resume work duties. For complete steps of the Return to Work Program, contact the Personnel Section, Facilities Management or Office of Risk Management and Insurance.