


PRINCIPALS / SSC Managers / Designee

If an employee is injured while at work
follow these instructions if it is:

ALL INJURIES	EMERGENCY (Death, Amputation, unconscious, etc.)	MINOR or 1 st AID only (bruise, strain, small cut, etc.)
<p>Instructions below should be completed in all employee injury situations.</p> <p><i>Copies of forms and all instructions can be found on the MPS Website – Human Resources – HR Documents – Workers Compensation. Fillable Forms should be completed on line.</i></p> <p><input type="checkbox"/> Make sure the injured employee reads/prints</p> <ol style="list-style-type: none"> 1. Doctor's Choice Explanation 2. Workers Compensation Rights & Obligations <p><input type="checkbox"/> Make sure the injured employee completes and returns the following required forms</p> <ol style="list-style-type: none"> 1. Doctor's Choice Form Part A and B, sign and date both sections) 2. Employee Follow-up Form <p><i>*Both forms required even if he/she does not see a doctor.</i></p> <ol style="list-style-type: none"> 3. If he/she visits a doctor, a return to work/doctor's note is required PRIOR TO returning to work. Form should be turned into HR, including any work restrictions. 4. If the employee has work restrictions, work with HR / Safety to accommodate restrictions Notify Safety / HR with any concerns <p><input type="checkbox"/> Principals/SSC Manager/Designee Should complete the following required forms:</p> <ol style="list-style-type: none"> 1. Injury Report <i>within 24 hours</i> 2. Supervisor's Report <i>within 48 hours</i> 3. Supervisor Injury Follow-up Form <i>within 48 hours of each appointment</i> 4. Notify HR if employee misses work <p>Notifications and Forms can be emailed to fmla-wc@mpsomaha.org</p>	<p><input type="checkbox"/> Take call from Injured employee</p> <p><input type="checkbox"/> Collect as much information as possible about the employee and accident</p> <p><input type="checkbox"/> Notify Safety / HR Immediately</p> <p><input type="checkbox"/> Visit Hospital where the employee is being treated</p> <p><input type="checkbox"/> Collect injury information from employee & hospital</p> <p><input type="checkbox"/> Update Safety & Director</p> <p><input type="checkbox"/> Complete the required forms in column one (1)</p> <p><input type="checkbox"/> Visit accident scene and assist with investigation and RCA</p> <p><input type="checkbox"/> Meet with safety / HR to discuss all causes and possible solutions</p> <p><input type="checkbox"/> Implement solutions / actions</p> <p><input type="checkbox"/> Make sure the employee completes the required employee forms in column one (1)</p> <p><input type="checkbox"/> Regular contact with employee</p> <p><input type="checkbox"/> Meet with Safety, HR, and employee to review medical data & form plan PRIOR to returning to work</p> <p><input type="checkbox"/> Forward any paperwork received to safety / HR</p> <p><input type="checkbox"/> Regularly visit employee and ensure restrictions are followed</p> <p><input type="checkbox"/> Update Safety / HR</p> <p>URGENT / SERIOUS INJURY (any clinic or hospital visit, fracture, 2nd/3rd degree burn. severe cut. etc.)</p> <p><input type="checkbox"/> Take appropriate action, as needed (example: call 911, nurse assist with first aid, have employee go to doctor/emergency room, etc.)</p> <p><input type="checkbox"/> Collect as much information as possible about the employee and accident as soon as you are able.</p>	<p><input type="checkbox"/> Take appropriate action, as needed (example: nurse assist with first aid, have employee go to doctor/emergency room, etc.)</p> <p><input type="checkbox"/> Collect as much information as possible about the employee and accident</p> <p><input type="checkbox"/> Make sure the injured employee reads/prints the forms in column one as soon as possible(1)</p> <p><input type="checkbox"/> Complete the required forms in column one as soon as possible (1)</p> <p><input type="checkbox"/> Make sure the employee completes the required employee forms in column one as soon as possible (1)</p> <p><i>NOTE: If the employee determines at a later date he/she needs to visit a doctor you will need to follow all of the instructions to the left.</i></p> 
<p>NOTE: --- IF AN EMPLOYEE VISITS A DOCTOR, HOSPITAL, OR CLINIC --- ALL PAPERWORK FROM THAT VISIT MUST BE RETURNED TO SAFETY / HR PRIOR TO THE EMPLOYEE RETURNING TO WORK. IF THERE ARE WORK RESTRICTIONS, A MEETING WITH PRINCIPAL, SAFETY MANAGER, HR OR DESIGNESS WILL BE REQUIRED BEFORE RETURNING TO WORK</p>		