Supervisor Injury/Illness Reporting & Return to Work Flow Chart

All injuries must be reported using our Accident and Injury Report Form prior to the end of the employee’s shift or within 24 hours of the incident. Worker’s Comp forms referenced in this flow chart are posted on the Duluth Public Schools website. Just go to www.duluth.k12.mn.us and go to Staff, select Human Resources and click on Workers Comp Forms.
Supervisor Injury Reporting Responsibilities

When an employee is injured or becomes ill because of their job duties, it is the Supervisor’s responsibility to ensure the employee receives the necessary medical attention; the incident is reported to HR within 24 hours; investigate the incident; maintain contact; and monitor the employee until they reach their pre-injury work abilities.

If employee’s work related injury or illness requires professional emergency responders:
1) Supervisor or another person on scene Dials 911, ambulance transports employee to hospital.
2) Supervisor follows up with the employee at the hospital or at home to find out how they are doing and discuss their workability status.
3) Supervisor completes and signs Employee Accident/Injury Report and faxes incomplete report to the Coordinator of Health & Safety at 336-8785 within 24 hours of the injury/illness.
4) Within 3 days, supervisor must complete a follow up with the employee and have them sign the Employee Accident/Injury Report. Supervisor may contact the Coordinator of Health & Safety to assist them with the follow up/investigation.
5) Supervisor sends the completed Employee Accident/Injury Report original to the Coordinator of Health & Safety.
6) Supervisor keeps a copy of the Employee Accident/Injury Report in a confidential file and sends a copy to their Division Manager and/or School Principal.
7) Supervisor implements any corrective action and oversees employee’s return to work with HR’s assistance.

If employee’s work related injury or illness does not require professional emergency responders and his/her supervisor is available:
1) Supervisor and employee complete and sign the Employee Accident/Injury Report and fax it to HR at 336-8785 within 24 hrs.
2) Employee goes for medical treatment on their own if able, or another employee takes them.
3) Employee contacts the Coordinator of Health & Safety that day, at 336-8700 ext.1182 to report any non-emergency medical treatment they received.
4) Supervisor follows up with the employee to find out how they are doing and discuss their workability status.
5) Within 3 days, supervisor completes a follow up with the employee. Supervisor may contact the Coordinator of Health & Safety to assist them with the follow up/investigation.
6) Supervisor sends the completed Employee Accident/Injury Report original to HR.
7) Supervisor keeps a copy of the Employee Accident/Injury Report in a confidential file and sends a copy to their Division Manager and/or School Principal.
8) Supervisor implements any corrective action and oversees employee’s return to work with HR’s assistance.

If employee’s work related injury or illness does not require professional emergency responders and supervisor is not available:
1) Employee completes and signs the Employee Accident/Injury Report and faxes incomplete report to HR within 24 hours at 336-8785.
2) Employee leaves the incomplete Employee Accident/Injury Report for their Supervisor to complete.
3) Employee goes for medical treatment on their own if able, or another employee takes them.
4) Employee contacts the Coordinator of Health & Safety that day, at 336-8700 ext. 1182 to report any non-emergency medical treatment they received.
5) When available, supervisor follows up with employee to find out how they are doing and discuss their workability status.
6) Within 3 days, supervisor completes a follow up with the employee. Supervisor may contact the Coordinator of Health & Safety to assist them with the follow up/investigation.
7) Supervisor sends the completed Employee Accident/Injury Report original to HR.
8) Supervisor keeps a copy of the Employee Accident/Injury Report in a confidential file and sends a copy to their Division Manager and/or School Principal.
9) Supervisor implements any corrective action and oversees employee’s return to work with HR’s assistance.