



OFFICE OF HUMAN RESOURCES & EMPLOYEE RELATIONS

SUPERVISOR GUIDE FOR WORK RELATED INJURIES OR ILLNESSES

1. If an employee/student worker/student in clinical rotation or registered volunteer reports an injury or illness, or you become knowledgeable of an injury or illness, you must report it immediately to Human Resources at 722-6311. If after regular business hours, leave a voice mail and you will be contacted the following business day.
2. Investigate the circumstance of the incident and complete the “*Supervisor’s Report of Injury*” form. Also, have the individual complete the appropriate “*Statement of Accident*” form, and have the individual take the forms to Human Resources to complete the claims process and see a physician, if necessary. The forms are located at <http://www.avc.edu/administration/hr/workcomp.html>. **Important: Do not hold onto any of the forms or delay in reporting an injury/illness as this will cause a delay in filing the claim. State law mandates time limits for processing workers’ compensation claims.** If the employee does not want to seek medical attention, and does not want to file a workers’ compensation claim, have the individual fill out an “*Incident Report*” form and forward it to Human Resources.
3. The District has the right to choose the medical provider unless the employee has pre-designated a physician prior to the injury/illness and the form is on file in the Human Resources Office.
4. If you feel the injury or illness was caused by a possible unsafe condition, immediately call the Facilities Services trouble call line at 722-6300 ext. 6288 and report the unsafe condition. In the event of an emergency call campus security at ext. 6399 or ext. 4444.
7. Before the employee may return to work, they must present the work status report that states they are able to return to work. If unable to return to work, the employee is required to submit work status notices from their doctor on a regular basis and these work status notices should be forwarded to Human Resources. The work status notices may be faxed from the doctor’s office to Human Resources at 661-722-6321.
8. If the employee is released to return to work with restrictions, you must contact the Vice President of Human Resources/ADA Compliance Officer to schedule an “Interactive Process” meeting to determine if the restrictions can be accommodated in your department.
9. It is the supervisor’s responsibility to continue to turn in time sheets so that leave can be recorded appropriately.