

# Work-Related Injuries and Supervisor Responsibilities

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## Supervisor's Checklist – Non-Emergency Injury or Illness

Knowledge of a work-related injury is the trigger for you, the supervisor, to take action.

### 1. Gather information about the injury

- Date, time, location, incident details
- Collect information even if you learn of the injury after the fact

Is employee complaining about symptoms of a *possible* work injury? Be proactive - ask questions and gather information (wrist pain when typing, or back pain when sitting, etc.).

### 2. Complete Employer's Report of Incident

Within ONE day of your knowledge of an injury,

- Provide as much information as you have available; HR will complete missing information
- Do not complete last section for departmental representative
- Do not give form to the employee to complete
- Complete report even if you are unsure if a work injury has occurred

*\*Ergonomic Issues?*

- Email [kimt@erso.berkeley.edu](mailto:kimt@erso.berkeley.edu) to request an ergonomic evaluation

### 3. Send Incident Report to ERSO HR

- Email to: [kimt@erso.berkeley.edu](mailto:kimt@erso.berkeley.edu) OR Fax to 2-9833
- Do not fax to DMS as instructed on form
- Keep a copy for your records.

### 4. Follow Up with Employee and HR

*For Employee*

- If the employee received any medical treatment or the employee lost work time (even a partial day), we must receive a "release to work" document from the health care provider before the employee can return to work
- Determine if work restrictions are indicated by the health care provider; discuss possible accommodations, if necessary, and document all accommodation discussions and decisions
- If the employee is receiving ongoing treatment, instruct employee to document missed work time on timesheets and to provide documentation of treatment visits to HR
- Review applicable Transitional Work Agreements with employee; HR will update as necessary

*For HR*

- Provide HR with all paperwork: work restrictions, documentation from health care provider, ongoing treatment evaluations
- Track time off from work for both exempt and non-exempt employees; provide this information to HR

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# Supervisor's Checklist – Serious Injury or Illness

## 1. Address Medical Care Issues

*Emergency Care (serious injury, threatening to life or limb)*

- Dial 911 or 2-3333 for campus police  
(EH&S and Disability Management Services must be immediately notified if injury results in fatality, inpatient hospitalization, loss of any body part, or possible permanent disfigurement)

*Acute Care (non-emergency)*

- Direct employee to the Tang Center (2222 Bancroft Way)
  - Urgent Care Clinic (2-3188) - including first-aid care
  - Occupational Health Clinic (2-6891)
- If medical care is needed after clinic hours, direct employee to Alta Bates Medical Center's Emergency Room (2450 Ashby Avenue, Berkeley) or the emergency facility of his or her personal health plan)

## 2. Address Hazard

- Investigate the accident and address the problem
- Correct any immediate hazards to prevent further injuries
- Do NOT discard equipment or furnishings that caused injury
- Remove the equipment from service
- Tag the equipment for identification.

Contact EH&S (2-3073) for inspection.

Provide accident summary and corrective actions taken to department safety committee.

## 3. Complete Employer's Report of Incident

Within ONE day of your knowledge of injury,

- Provide as much information as you have available; HR will complete missing information
- Do not complete last section for departmental representative
- Do not give form to employee to complete
- Complete report even if you are unsure if a work injury has occurred

## 4. Send Incident Report to ERSO HR

- Email to: [kimt@erso.berkeley.edu](mailto:kimt@erso.berkeley.edu) OR Fax to 2-9833
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## 5. Follow Up with Employee

- If employee has not returned to work, stay in contact with employee to show your concern for his/her well-being and your desire for his/her return to work
- Review applicable Transitional Work Agreements with employee; HR will update as necessary

*HR*

- Provide HR with all paperwork: work restrictions, documentation from health care provider, ongoing treatment evaluations
- Track time off from work for both exempt and non-exempt employees; provide this information to HR

## **6. Return to Work**

- HR must receive a “release to work” document from the health care provider before employee can return to work; determine if work restrictions are indicated by health care provider
- Discuss possible accommodations, if necessary, and document all accommodation discussions and decisions
- If employee is receiving ongoing treatment, instruct employee to document missed work time on timesheets and to provide documentation of treatment visits to HR
- Review applicable Transitional Work Agreements with employee; HR will update as necessary
- Provide HR with copies of all paperwork: work restrictions, documentation from health care provider, ongoing treatment evaluations

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