Supervisor Checklist for Industrial Injuries

Completed On:  

Required Activity:

1. Provide employee with appropriate medical treatment
   a) For serious injuries, contact 911
   b) Direct employee for medical advise and or treatment at the 24/7 Nurse Report Line 1(888)449-7787. If needed NRL will refer employee to Medical Provider Network (MPN)
   c) Provide employee copy of electronic incident report from the Nurse Report Line.

2. If the injury is serious or questionable, call SH&C or your Workers’ Compensation Representative (WCR).

3. If the injury requires medical treatment or there is lost time beyond the date of injury, provide a DWC Form 1 to the employee within one working day.

4. Complete the Incident Investigation Report documents for both industrial injuries and incidents as required, per USP 22. Consult with your Safety Program Consultant as necessary.

5. Notify and consult with your WCR and keep them aware of any changes of employee status.

6. Provide light duty/transitional work if possible and medically indicated.