

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.