



**ADMINISTRATORS/SUPERVISORS  
WORK-RELATED INJURY REPORTING PROCEDURES**

**STEP 1:**

| <b>DURING WORKING HOURS</b><br>7:30am – 5:30pm M - F  | <b>AFTER BUSINESS HOURS</b><br>5:30pm – 7:30am and Weekends  |
|---|--|
| <ul style="list-style-type: none"> <li><b>IF THE INJURY IS LIFE THREATENING, CALL 911</b></li> <li><b>DIRECT THE INJURED EMPLOYEE</b> to call the <b>Early Intervention Nurse (EIN) at Schools Insurance Authority (SIA) at 1-877-742-3467.</b></li> <li><b>DO NOT</b> direct the employee to seek medical treatment on their own.</li> </ul> | <ul style="list-style-type: none"> <li><b>IF THE INJURY IS LIFE THREATENING, CALL 911</b></li> <li><b>IF THE INJURY IS NOT</b> life-threatening and the employee requires/requests immediate medical treatment, direct the employee to the nearest <b>urgent care facility.</b></li> <li><b>DIRECT THE EMPLOYEE</b> to call the <b>Early Intervention Nurse (EIN) at 1-877-742-3467</b> as soon as possible and leave a voicemail message with the following information:               <ul style="list-style-type: none"> <li>District's Name</li> <li>Name of the employee and contact information</li> <li>Date of the injury</li> <li>Where the employee was referred (i.e. 911 called or Kaiser Urgent Care)</li> </ul> </li> <li><b>Employees will be contacted the next business day</b></li> </ul> |

**STEP 2:** **COMPLETE** the Accident Investigation form with the employee. **Click on the link below to access the Form.**

<https://lfweb.twinriversusd.org/Forms/EmployeeAccidentInvestigation>

**STEP 3 NOTIFY** Human Resources Disability Management team of the employee's injury:

| <b>René Wells</b>  | <b>Maria Worthge</b>   | <b>Saleshni Prasad</b>   |
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| Human Resources Manager  | Human Resources Technician, Senior   | Human Resources Technician   |
| <b>PHONE:</b> 916-566-1600 ext. 32113  | <b>PHONE:</b> 916-566-1600 ext. 32109  | <b>PHONE:</b> 916-566-1600 ext. 32110  |
| <b>EMAIL:</b> <a href="mailto:Rene.Wells@trusd.net">Rene.Wells@trusd.net</a> | <b>EMAIL:</b> <a href="mailto:Maria.Worthge@trusd.net">Maria.Worthge@trusd.net</a> | <b>EMAIL:</b> <a href="mailto:Saleshni.Prasad@trusd.net">Saleshni.Prasad@trusd.net</a> |

**MEDICAL TREATMENT**

**STEP 4:** If the employee seeks medical treatment:

- Direct employee to provide a medical note as soon as practical to you and [Disability@trusd.net](mailto:Disability@trusd.net).

**STEP 5:** If the employee is released to **MODIFIED LIGHT-DUTY:**

- Determine whether you can or cannot provide modified work for the injured employee based on the medical restrictions.
- Email a copy of the employee's medical note to [Disability@trusd.net](mailto:Disability@trusd.net) or Fax to 916-566-3599.
- If you have questions about the employee's restrictions or providing modified light-duty, please contact René Wells, Maria Worthge, or Saleshni Prasad for assistance.
- Continue to monitor medical status following each appointment until employee is released to **FULL-DUTY.**

**STEP 6:** If the employee is returned to **FULL-DUTY:**

- Collect the work status note from the employee and forward to [Disability@trusd.net](mailto:Disability@trusd.net).

**EMPLOYEE ABSENCES**

**STEP 7:** Employees are required to follow the same procedures in **REPORTING ANY ABSENCES REGARDLESS IF IT IS DUE TO THEIR WORK RELATED INJURY.**

- Employee must report their absence in Absence Management using the reason code "*illness*".
- When the District is able to provide modified-duty work for the employee and he/she chooses not to return to work, their sick leave will be charged as a result.**