

On the Job Injury Checklist for Supervisors

When an injury occurs:

- If the injury is an **emergency**, call 911 or get injured worker to an emergency room.
 - Call the Safety Coordinator immediately in the Insurance and Risk Management Department, at 615-898-7715 or 615-405-5656.
- If injury is **not an emergency**, go over the Panel of Physicians with the injured employee and allow him/her to choose a physician. (Ensure the employee **does not** go to their Primary Physician.)
 - Notify Insurance and Risk Management Department within (1) working day from the date of occurrence. By email safety.oji@rutherfordcountyttn.gov or fax 615-713-3441.

Note: if an injury occurs after hours during the week or the weekend, employees are permitted to utilize the ER.

- Ensure the following forms are completed on all injuries, accidents and/or illnesses whether medical treatment is necessary or not, within two (2) working days from the date of the event.

1. **Claim Report**
2. **Employee Injury Statement**
3. **OJI Supervisor's Report**
4. **OJI Witness Report**

Forms are available at: www.rm.rutherfordcountyttn.gov/forms.htm

- Send the **Employee Authorization Form** with the employee to give to the provider at time of treatment. ALL employees seeking medical treatment for an OJI will require a Drug and Alcohol test.
- Review the **Post Injury Follow-Up sheet** with the injured employee to prevent out of pocket expenses and assure him/her that you are eager to see him/her return to work. Complete the **Return to Work Agreement Form** by listing light duty jobs that fall within the employee's restrictions. If there is no light duty available, the employee will be paid through the OJI Program within the guidelines of the program. These forms are also available at the above website.
- Ensure all the above forms listed are completed and sent to the Safety Coordinator in the Insurance and Risk Management Department at safety.oji@rutherfordcountyttn.gov or fax 615-713-3441.
- If you have any questions about reporting the injury, please contact the Safety Coordinator at 615-898-7715 / 615-405-5656 or email safety.oji@rutherfordcountyttn.gov