

ON-THE JOB INJURY PROCESS

1. Immediately notify supervisor
2. Complete employee accident form from the CCSD website
 - a. Go to CCSD website
 - b. Resources tab
 - c. Staff tab
 - d. Employee Resources and Forms (right hand column)
 - e. Safety Forms – Bottom Box
 - f. Accident Report - Employee
3. Submit employee accident form ASAP to supervisor, remember to sign the form
4. Complete 801 form if seeking medical treatment
 - a. Obtain form from either on-line, building secretary, supervisor or HR Department
 - b. Submit fully completed 801 form ASAP to HR Department
5. Submit work release from doctor
 - a. Obtain form from on-line, secretary, supervisor or HR Department
 - b. Obtain current job description to bring to doctor
 - c. Submit work release completed by the doctor to HR Department
6. Expect email from HR Department regarding claim information and process
7. Remain in communication with supervisor and HR Department

*****801 form MUST be completed if seeking medical treatment, regardless of how severe injury is*****

IF AN EMPLOYEE SEEKS MEDICAL TREATMENT, THEY MAY NOT RETURN TO WORK WITHOUT A WORK RELEASE ON FILE WITH HUMAN RESOURCES!

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