

When a Worker Suffers an Injury Be Prepared to Reduce Costs and Return Your Worker to Work

Health and safety are a company-wide concern. For your worker, resuming work is an important part of the physical and emotional rehabilitation process. Having a solid and supportive injury management process in place can create stronger worker-employer relationships. Above all, it creates a corporate culture of health and safety that is a win/win for workers and employers.

Before the Claim:

1. Develop and implement a Return-to-Work program
2. Establish a relationship with an Occupational Clinic
3. Establish relationship with Independent Nurse Case Manager
4. Appoint a Program Coordinator
5. Build an Alternative Duty Job Bank
6. Write a formal Safe Room Job Analysis for each job

When an Injury Occurs:

1. Report Injury within 1 hour to Program Coordinator
2. Confirm that First Notice of Injury is sent to Insurance Company and Agency
3. Provide Worker with prompt and aggressive medical treatment
4. Have Program Coordinator accompany injured worker to Clinic
5. Provide Worker Injury packet to treating physician which includes information about Return-to-Work program, and alternate duty jobs; Return-to-Work Authorization form and Work Restrictions form
6. Utilize your Return-to-Work program
7. Aggressively use Independent Nurse on *red flag* claims
8. Maintain constant communications with Employee until she/he returns to work
9. Complete, post and maintain OSHA 300 forms
10. Secure Return-to-Work Authorization form from Doctor

