

INJURY REPORT POLICY

What to do if you are injured on-the-job

If you are injured on the job or suffer a disease caused by your job, you have an obligation to immediately report the injury or illness to your immediate supervisor. Any injury that REASONABLY could need medical attention, now or in the future, should be reported even if you choose not to seek medical attention at the time of the injury.

You have the right to seek medical attention from the doctor of your choice, and you have the right to file a claim for compensation.

If you are injured on the job, you should follow these steps:

1. Report the injury/illness to your supervisor and to the Human Resources Director in the Hermiston administrative office by the end of the work day.
2. Complete an Incident Report Form as soon as possible and submit it to your supervisor within 4 hours of the injury/incident.
3. If the injury could potentially need medical attention, you must follow these steps:
 - a. Assist your supervisor in completing an Employer's Report of Injury (SAIF Form 801). The Human Resources Director **MUST** submit this form to SAIF within 2 days of the injury/incident.
 - b. Notify your supervisor **AND** the Human Resources Director within 24 hours of your decision to seek medical attention.
 - c. See the doctor of your choice to have the injury/illness evaluated and/or treated. Have the doctor complete a Doctor's Report/Work Release Form and return the form to the Human Resources Director immediately after the examination.
 - d. Ask your doctor to complete the Physician's Initial Report of Injury (SAIF Form 827) as soon as possible.