



# WORK-RELATED INJURY & ILLNESS: A SUPERVISOR'S RESPONSIBILITIES

## ACCIDENT AND INJURY PREVENTION

*Supervisors are responsible to know and understand:*

- What situations and activities in their industry are high-risk for injuries
- Which members of their team have various types of workplace safety and operational best practices training

*Supervisors are expected to take the following actions:*

- Ensure that adequate resources, plans and personnel are available to conduct high-risk work activities
- Ensure that personnel receive regular operational and safety training
- Ensure that safe practices and proper procedures are followed

## WORKERS' COMPENSATION PROCESS

*Supervisors are responsible to know and understand:*

- Key roles and their responsibilities in ensuring the workers' compensation process is effective
- Which members of their teams, if any, have emergency first-aid medical training and what type

*Supervisors are expected to take the following actions:*

- Ensure that employees under their supervision understand their role and responsibility in the workers' compensation process
- Ensure compliance with workers' compensation procedures, as follows:

***When an employee says that he/she has been injured on the job, it is important for the supervisor to take the following steps:***

- Determine if medical treatment is needed. This is a judgment call in many cases, and the supervisor and employee should engage together in this determination. It is best to err on the side of caution.

- If no treatment is required, it does not need to be reported to Athens.
  - Complete the Information Only and Supervisor Report of Injury for internal recordkeeping. If the employee declines treatment, write this information on the form.
  - No DWC-1 claim form is required.
  
- If medical treatment is needed, claim needs to be reported to Athens.
  - Send or take the employee (depending on the nature of the injury/illness) to your industrial clinic. The Supervisor or the HR Dept can set up the medical appt for the employee:
  - In the event of an emergency, call 911
  - Employee can self-refer to their treating physician if they have completed the “Pre-designation of Personal Physician Form” and it is on file in the HR Dept.
  - Complete the Employee Claim for Workers’ Compensation Benefits (DWC-1) within 24 hours. The employee will complete the TOP PORTION of the form only. Once the form has been returned by the employee, complete the BOTTOM PORTION of the form and provide the employee with a completed copy.
  - Report the claim to Athens Administrators at [www.athensadmin.com/remif](http://www.athensadmin.com/remif).
  - You may also fax the Employer’s Report of Injury Form 5020 to (925) 887-6881.
  
- DO NOT simply send an employee home. An employee who is unable to continue working should receive a medical assessment and be taken off work by a medical professional.
- Conduct an interview with the injured employee and/or make a site visit to determine what sequence of events and actions resulted in the injury. Identify and interview any witnesses. It may be useful to take photos of the location or worksite condition related to the injury for later evaluation and possible corrective action. Was there an unsafe condition? Was there an unsafe act?
- Correct any unsafe work practices or conditions, if possible; if not, report them immediately to the department’s Safety Officer.
- Notify appropriate department manager(s), HR, City Manager, and Athens (925) 826-1246 immediately in the case of serious injury (death, dismemberment, hospital admission, etc.) CalOSHA must be contacted within 8 hours following a serious injury involving employee overnight hospitalization or employee death.
- Ensure that first-aid supplies, if used, are replenished.