



SUPERVISOR'S CHECKLIST

- Immediately notify The University's workers compensation administrator ("WCA") of any possible "work-related" incident, injury, or condition(s).
- In case of an emergency, or "after hours" incidents, notify The University's campus police department at (910) 672-1911, or (910) 672-1341.
- Obtain a "treatment authorization form" and ensure that the employee is seen by an authorized medical provider. In the event of an emergency, send the employee to the nearest medical facility. A list of authorized facilities can be found in the "Workers Compensation" section of the Human Resources webpage.
- Complete the "Injury Data Collection Form for Supervisors" within 24 hours and submit it to The University's WCA.
- Provide employee with the "Employee Statement and Leave Form" and ensure that it gets completed and submitted to The University's WCA within 24 hours.

*Exceptions might be made in cases of emergencies, incidents occurring during the weekends or, "after hours", and/or when the employee remains out of work due to the incident, injury, or condition.

- Partner with the Environmental Health & Safety Office to investigate the incident.
- Immediately notify The University's WCA of any changes in the employee's medical status, or any absences due to the incident, injury, or condition.
- If necessary, identify modified duty and collaborate with The University's WCA to provide a reasonable accommodation.
- Maintain periodic contact with employee, and with The University's WCA for an effective and efficient management of the case.

CONTACTS:

Benefits Specialist/WCA, (910) 672-1451
Human Resources Consultant, Benefits, (910) 672-1825
Environmental Health & Safety Professional, (910) 672-1431