The following checklist applies to any/all on-the-job injuries.

1. **Notify your department-supervisor** as soon as possible after you suffer an on-the-job injury, but do NOT delay seeking medical attention if required. Level of pain or cause of the injury is irrelevant. All incidents must be documented!

2. **Complete an Accident Analysis form** with your department-supervisor. This document is found on the Clackamas ESD Workers Compensation web page as well as on the Staff → Forms web page. Your department-supervisor is responsible for ensuring this form is routed to the Human Resources Office.

3. **Seeking medical attention?** Schedule an appointment with a medical provider of your choice, or go to the emergency room or urgent care and move to step 5.

4. **No medical attention**? If you do NOT seek medical attention, resume all job related tasks as normal and disregard the remainder of this form. Email hr@clackesd.org confirming your intent to NOT file for workers compensation.

5. **Read carefully** - Your personal insurance carrier (Kaiser, Moda, etc.) will NOT cover injuries sustained on the job which is why you must start the Workers Compensation process to avoid incurring any medical related costs. Contact Human Resources as soon as possible to schedule a time to complete the necessary Workers Compensation (SAIF) paperwork. Any delay in completing the necessary forms could affect the outcome of your claim.

6. **Go to your medical appointment** – Contact HR to receive a copy of your job description. Take this and a blank Medical Release form (accessible on CESD web page) with you to your medical appointment. The attending physician will assess your injury and the physical requirements of your position and determine if you are:
   - Fully released - can meet all your physical job task requirements and can return to work without modifications
   - Released for modified duty - you cannot meet all the physical job task requirements but are capable of completing some job tasks
   - Totally incapacitated - must remain off work until further notice

7. **Drop off release with HR** - You are NOT allowed to return to work until HR has received a release from the physician that says you are fully released and can perform 100% of your position’s physical requirements. HR needs to have this form in hand before you resume work! If you are released for modified duty, contact Human Resources as soon as possible so we can discuss transitional work. The Light Duty process is outlined on a separate form available on the CESD website (https://www.clackesd.org/employee-resources/medical-leave-workers-compensation/)

8. **Enter absences into Aesop** if necessary. Absence reason type should be noted as "Workers’ Compensation."

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**Employee Checklist**

- Notify your department-supervisor
- Complete an Accident Analysis form
- Seeking medical attention?
- No medical attention?
- Read carefully
- Go to your medical appointment
- Drop off release with HR
- Enter absences into Aesop

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**Contact Human Resources with any questions.**

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