

**Town of Manchester, Connecticut
Supervisor Workers' Compensation Check List**

Employee Name: _____

Date of Injury: _____

This form is intended as a basic guide to help you when an employee has a work-related accident, injury or illness. It does not have to be sent to Human Resources.

1. _____ Complete the Initial Medical Treatment Authorization Form
2. _____ Employee seeks treatment (Injured employee should **not** drive themselves for treatment)
3. _____ Give employee Pharmacy Card
4. _____ Complete Supervisor's Report of Accident within 24-48 hours. Discuss with employee how injury/incident can be avoided in the future.
5. _____ Call the injury/illness/accident into CIRMA at 1-800-652-4762 within 24-48 hours
6. _____ Send original Supervisor's Report to Human Resources and keep copy for your records
7. _____ Employee returns to work immediately with no restrictions; send a copy of the doctor's note to Human Resources and keep a copy for your records
8. _____ Employee returns to work immediately with light duty restrictions; follow the Temporary Light Duty Policy; send a copy of the doctors note to Human Resources; and keep a copy for your records
9. _____ Employee does not return to work due to doctor's order; send a copy of the doctor's note to Human Resources and keep a copy for your records
 - 9a. _____ Keep in contact with the employee to keep updated on the employee's status. Follow-up with Human Resources; send copies of any paperwork received from the employee on the injury to Human Resources
 - 9b. _____ Employee is released to light duty; follow the Temporary Light Duty Policy. Forward the doctor's note releasing the employee to light duty to Human Resources and keep a copy for your records
 - 9c. _____ Supervisor completes the Lost Time Report and sends the original to Jan Devendorf in Human Resources. Keep a copy for your records.

If you have any questions, please contact one of the following Human Resources Department Staff members:

Jan Devendorf, extension 3148
Tricia Catania, extension 3102