

## **(WORKERS' COMPENSATION) EMPLOYEE ON THE JOB INJURIES**

- Immediately obtain first aid or medical care; call 911 if necessary.
- Complete the following forms:
  - Workers' Compensation Claim Form, *Report of Job Injury or Illness*, also referred to as an 801, and
  - *Employee Accident Investigation Report* form. Employer complete Employer portion and sign.
- Fax or email both forms to the Risk Management Office as soon as possible.
- Submit the *Report of Job Injury or Illness* (Form 801) only, to the third party claims administrator as indicated on the top left hand corner of the form. Do not send the *Employee Accident Investigation Report* to the third party claims administrator.
- If the employee has or will miss time from work (other than medical appointments) please contact the Risk Management Office.
- When authorized by a physician, statutory time loss benefits will be paid.
  - The employee will be notified by the third party claims administrator of how their benefits are calculated.
- If **no medical treatment** is sought for the injury, the employee should complete the 801, but should not sign the form. Send the 801 to the Risk Management Office where it will be filed as an incident report.

If an employee is hospitalized immediately following an injury, a report to the Oregon Safety and Health Administration (OSHA) must be made within 24 hours.

OSHA requirements: On the job fatalities and catastrophes must be reported To Oregon OSHA within eight hours.

Report any accident that results in overnight hospitalization within 24 hours to Oregon OSHA. Call 800.922.2689, or 503.378.3272, or Oregon Emergency Response 800.452.0311 on nights and weekends.