

WHAT TO DO WHEN AN EMPLOYEE IS INJURED

Quick Reference

Incident Occurs

**Medical attention
NOT NEEDED**

**Medical attention
NEEDED**

Forms may be handwritten.

1. Administer first aid if necessary.
2. Have employee complete **Employee Accident-Injury Report**.
3. Mail accident report to Mandy within 1 day of knowledge of injury.

If employee later seeks medical attention, follow procedures at right.

1. Administer first aid if warranted.
2. Have injured worker complete **Employee Accident-Injury Report and take to Mandy at the District Office**.
3. Complete General Data section on **SIPE Accident Investigation** form.
 - a. Give form to principal/ supervisor to complete after his or her investigation of the incident.
 - b. Send completed form to Mandy within 5 days of knowledge of injury.