

# IMSA Employee Injury Process

In the event of an injury, the following outlines the process of how to handle the situation:

1. Employee immediately notifies supervisor
2. Supervisor contacts Security to dispatch to location
3. Security and supervisor determine course of action
  - a. Minor - apply first aid
  - b. Intermediate - Employee goes to doctor / Occupational Health
    - i. Bring [Workers Comp Medical Report and Letter](#) and [Disclosure of Information](#) form.
  - c. Major - Contact 911 - Security will meet ambulance and guide to location of injured employee
4. Security notify Facilities team for hazard remediation and/or to initiate biohazardous/medical waste cleanup.
5. Fill out forms: All forms must be filled out within 48 hours, or when physically feasible for an employee, and submitted to the State's Workers Compensation company.
  - a. [Security Injury Report](#) - Report goes to both the Director of Campus Safety and Director of Human Resources
  - b. [Employee Injury Report](#) - Workers Comp form - Forwarded to Workers Comp
  - c. [Supervisor Report](#) - Workers Comp form - report forwarded to employee to send to Workers Comp
    - i. Facilities uses Supervisor Injury Report form (Treated/refused treatment, general info, proposed remediation in the plan)
  - d. [Witness Report](#) - If any - Workers Comp form - report forwarded to injured employee to send to Workers Comp
  - e. More information on IMSA's and the State of Illinois Workers Compensation program can be found [here](#).
6. When an employee returns to work they must:
  - a. Contact HR Associate - ensure proper paperwork is completed/filed with Workers Compensation within (4) days of incident. Also will collect physicians return to work notice if out of work for more than one (1) day.
  - b. Meet with supervisor - Check-in and determine if remediation plan is necessary