



OFFICE OF HUMAN RESOURCES
Supervisor's Reporting Procedure and Information for Employee
Incidents/Accidents

1. Employee notifies Supervisor that he/she has had an incident or accident
2. Supervisor **must** complete the State Employee Incident/Accident Investigation Form (DA 2000), Employer Report of Injury/Illness (DA1973-E1) and an updated job description of the injured employee, keep a copy in respective area in the employee departmental file and forward original to the Office of Human Resources immediately. These forms must be filled out completely and turned in even if the employee does not seek medical attention.

NOTE: The root cause analysis portion is the responsibility of the immediate supervisor.

3. Supervisor advises the employee to go to the Office of Human Resources to get additional questions or concerns addressed.
4. If the employee seeks medical treatment, the original doctor's orders should be given to the immediate supervisor. (Including time off, light duty...etc) The immediate supervisor should keep a copy and forward the original to the Office of Human Resources. The employee must use his sick leave for all days off. The Human Resources Analyst B must be notified of the time the doctor orders off. If the employee's doctor gives an update/change to the orders and/or the employee's original date to return to work is changed the Supervisor is to notify the Office of Human Resources immediately.
5. Advise employee that all bills that the employee gets from the initial doctor's visit should be forwarded to the Office of Human Resources immediately
6. The employee must bring a doctor's release when he/she returns to work. A copy must be forwarded to the Office of Human Resources.

NOTE: Family and Medical Leave Act Leave automatically runs concurrently for all employees on extended Workman's Compensatory Leave