

Information: Completing Employee Injury Forms

- Employee injury forms, Employee Report of Injury on the Job, are completed for employees who are injured on the job. The forms are available from each school secretary or nurse with directions as to their completion. (Many of the nurses are now responsible for having and completing the forms since a medical evaluation must be completed.) The supervisor completes the Supervisor Accident Investigation Form. These forms are sent to BISD Worker's Compensation.
- If the employee is injured and requires ambulance transport, 911 is called and the Accident / Incident Report is completed in addition to the Employee Report of Injury on the Job and sent to the Coordinator of Health Services. The Emergency Medical Information & Assessment is completed and sent with the employee.
- When an employee is injured, notify the Administrative Secretary for Worker's Compensation and Leave Benefits.