

Return to Work Program: Supervisor Checklist

When an employee is injured, follow the steps below.

- Ensure the employee fills out the Employee Work-Injury Report as soon as possible.
- Direct the injured employee to go to <Medical Provider's Name, Address and Phone> for medical care.
- Make sure he/she has the following forms and direct him/her to give the forms to the treating physician.
 - Work-Related Injury/Illness Report
 - Copy of employee's job description
 - Letter to Treating Physician
- Contact employee and ask if he/she has received, reviewed, signed and returned the Written Transitional Job Offer.
- Once the employee has returned to work, report any issues he/she has completing the transitional work to the Program Administrator.
- Assist in logging the employee's transitional work hours in the Transitional Work Log.