

Supervisor

Actions and Information

For Workplace Injuries



Here you'll find these documents:

1. Has Your Employee Been Injured on the Job? A Supervisor's Responsibilities: The **First 5 Steps**
2. Working with Employees in Transitional Return to Work Programs: Information for Supervisors

Also, take the 25-minute **self-guided training** 'Preventing Work Disability – Supervisor's Training' on iDOC:

<http://idoc/employees/resources/docs/claims/preventing-work-disability-supv-trng.pptx>



INJURED ON THE JOB?
YOUR FIRST 5 STEPS TO YOUR WORKPLACE INJURY



Employee Steps

We are sorry you've been hurt at work.
We want to make sure you know what to do.

1. Report your injury/illness to your supervisor or trainer right away.
 - Discuss: Can you remain at work?
 - Complete: **Form 03-133 – Accident/Injury Report**

2. Review your Blue Packet.
 - Read everything.
 - File a claim with L&I.
 - Want to streamline your L&I claim? File online: www.lni.wa.gov/ORLI/ECS/FileFast.asp.
 - Can't file online? File by phone: 1-877-561-FILE.

3. See your doctor.
 - Give your doctor your Claim #, if you have already filed online or by phone.
 - If not, your doctor can file for you.
 - Ask your doctor if it is safe for you to return to your regular duties.
 - Ask your doctor if it is safe for you to return to work to Transitional Duties (formerly known as Modified or Light Duties).
 - Ask your doctor if there are any activities you should avoid or limit.
 - Fill out the L&I Activity Prescription Form (APF) with your doctor and get a copy of it.

4. Call or see your local/designated Human Resources (HR) Consultant.
 - Give HR the APF.
 - Talk to your HR contact about:
 - Why it is important for you to Return To Work?
 - What do you think are the next steps to return?
 - What happens to your sick leave, pay, vacation, retirement, etc.?
 - What did your doctor say about returning to work?
 - What is Transitional Duty?
 - Who is your DOC Claims Consultant?

5. Call your DOC Claims Consultant.
 - Talk your DOC Claims Consultant about the L&I Claims process – Is there anything else that you need to do?

Contacts	
DOC Claims Consultant:	1-888-833-3726 DOCOccupationalHealthandWellness@doc.wa.gov
Facility/Section HR:	http://doc.wa.gov/about/jobs/contact.htm#community-local-hr

WORKING WITH EMPLOYEES IN TRANSITIONAL RETURN TO WORK PROGRAMS

INFORMATION FOR SUPERVISORS

The Department of Corrections (DOC) supports employees recovering from illness or injury by offering Transitional Duty (formerly known as Modified or Light Duty) work assignments when appropriate. Research shows that supportive discussions of flexible return to work solutions for have an immediate and lasting benefit for both the injured or ill employee and DOC. Recovery on the job, when appropriate, improves Return to Work success and helps injured and ill employees recover faster.

What is a Transitional Return to Work Program?

Transitional Return To Work is a creative and supportive work program that allows employees to work within their abilities while they recover from injury or illness up to 12 weeks.

What's In It For You?

- Your employee stays connected to the workplace and feels valued.
- Your employee recovers more rapidly (research shows), when staying connected to the workplace.*
- Your employee returns to their position sooner.
- Your workplace has less disruption by having experienced workers back being productive.
- You help support your employee at a time they need it most.

Help ensure your employee recovers successfully by:

- **Keeping in contact with your employee:** Even though they may not be in your department during the Transitional Return to Work program, it is important to stay in touch with your employee. Engagement helps ensure they stay connected and feel they are valued to the department.
- **Maintaining regular contact with Human Resources:** HR is available and able to help. If the employee is struggling, contact HR to discuss options.
- **Updating the employee before returning to work:** Employees can feel disconnected from their positions, colleagues, and department when on time loss and transitional duties. As part of the return to work plan, plan to update them on possible changes while they were away. Set aside time on first day to discuss changes.
- **Supporting their return to regular duties:** They might be cleared for regular duties, but chances are they have concerns about returning. Reassuring them can go a long way to improving confidence. Ask them, "What do you think needs to happen so you will successfully remain at work?"
- **Supporting and giving the employee time to readjust:** Be aware that some people may need a little time to settle back into their regular duties and routine. Fears, concerns, and worry are all normal reactions when returning to work. **Remember that the GOAL of returning to work** is ensuring they are successfully remaining at work in a safe and sustainable manner.

By supporting Transitional Return to Work you are:

- √ Creating a productive and supportive workplace
- √ Demonstrating commitment to the employee
- √ Preventing work disability
- √ Improving staff confidence and morale
- √ Increasing management involvement in the injury management process
- √ Increasing the probability of a successful return to work outcome
- √ Reducing the indirect costs to DOC such as lost productivity, recruitment and training costs for replacement staff, and overtime

*Turner, et al., 2008, shows Modified Duty offer impacts Work Disability days (10 vs 35) and disability (7% vs 19%) at 1 year, compared to no offer.