

## Employee Incident & Accident Reporting Procedures

### 1. Report Immediately

All work-related incidents or injuries — no matter how minor — must be reported immediately to your Supervisor or Principal. Do not wait until your next shift.

### 2. Complete Required Forms

- **All forms are available on the District website under Employee Safety Forms.**
- **Employee Incident Report Form**
  - Must be completed for all work-related incidents and injuries.
  - Submit to Human Resources/District Safety Officer.
- **Workers' Compensation Form 801**
  - Complete **Form 801** (through box 29) within 24 hours (no later than 5 days) if:
    - You seek professional medical treatment.
    - You miss more than two days of work.
    - You have work restrictions.
    - You wish to file a workers' compensation claim (must sign form).
    - Submit the **801 form** to the District Office.
    - Do not take the **801 form** with you.
- **Workers' Compensation Form 827**
  - If you need medical care complete the worker sections of the **827 form** to give to your medical provider.
  - Your provider will complete the rest and send it to SAIF.
  - HR will communicate with SAIF Corporation when applicable.
  - To avoid a partial loss of wages, inform your doctor that temporary light/modified duty may be available.
- **Return to Work Status Form**
  - Bring the **Return-to-Work Status Form** to every appointment.
  - Have the physician complete the form.
  - Return the completed form to HR within 24 hours after each visit.

### 3. Return-to-Work Procedures

- **If You Are Released Back to Work:**
  - Report to your next scheduled shift once released (regular, part-time, light duty, or modified duty).
  - Submit the completed **Return-to-Work Status Form** to HR within 24 hours.
  - Follow all physician restrictions.
  - Not exceed job duties or medical limitations (on or off the job).

- Notify HR and your supervisor immediately if restrictions change and provide updated documentation.
- **If You Are NOT Released to Work:**
  - Report your medical status to your supervisor at least weekly.
  - Enter appropriate leave into Frontline.
  - Notify HR within 24 hours of any changes in your medical condition.
  - Communicate upcoming medical appointments to HR.
  - Respond promptly to any requests for information from SAIF.
  - Update HR immediately if your phone number or address changes.

**⚠ You cannot return to work without a written release from your attending physician.**

If you have any questions, please contact your supervisor/principal or:

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