

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:

Selene Fry, Human Resources Specialist

Phone: 971-261-6975 **Email:** hr@sheridan.k12.or.us