



LEECH LAKE HEALTH AND SAFETY
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Reporting Workplace Injuries

If you are injured while at work

Leech Lake Health and Safety must be notified immediately if the injury results in fatality, inpatient hospitalization, loss of any body part, or possible permanent disfigurement.

All other injuries must be reported to the supervisor immediately. The employee or supervisor will determine if medical attention is needed.

If medical attention is NOT needed

The employee will notify their supervisor and the Supervisor will complete the First Report of Injury form and Supervisor's Accident Investigation Report and turn it in to Leech Lake Health and Safety as soon as possible after the injury.

Please call or email Health and Safety if you have questions.

If medical attention is needed

The employee or supervisor will determine if transportation is needed to the health care facility.

The supervisor will:

- Send a Return to Work (RTW) form with the employee to the health care facility
 - The employee's physician will complete the RTW form and give it back to the employee.
 - The employee will give the RTW form to the supervisor immediately after treatment.
 - The RTW must be turned in to the supervisor BEFORE the employee can return to work.
 - The supervisor must give this form to Leech Lake Health and Safety within 72 hours.
- Schedule the Post-Accident UA
 - The supervisor will call the Employee Relations Manager to schedule the UA appointment at (218) 335-3698.
 - If it is after work hours, the supervisor may call the EMS Manager to schedule the UA appointment at (218) 766-1302.

The following forms must be turned in to Leech Lake Health and Safety within 24 hours of the incident

- Supervisors First Report of Industrial Injury
 - This form is for our insurance carrier. They use this information in the event of Worker's Compensation claim.
- Supervisors Accident Investigation Report
 - This form must be completed by both the supervisor and employee. They must be together to discuss the details of the incident.
 - The information from this form is used internally to investigate the injury/damage. It will indicate any corrective actions that need to take place to prevent future incidents.
- Supervisor's Checklist – Employee Injury/Illness
 - This form is used to assist the supervisor to accurately complete the reporting process.