Workers' Compensation Checklist

WHAT TO DO IF THERE IS A WORKPLACE ACCIDENT

SUPERVISORS

☐ Complete the First Report of Accident/Injury Form (pdf), have the injured employee sign the Physicians Selection Form (pdf) for ALL claims. Ensure employee has emergency medical treatment if necessary. Include best contact #. Forms are located on the HR web page.

☐ FAX COMPLETED FORMS & any doctor notes to HR: 757 221 3156

☐ Investigate ALL workplace accidents working with EHS. Take witness statements with contact numbers & document facts. Take a photo of the scene where the injury occurred same day. The Accident Investigation Job Aid Form is found on the EHS web page. Be specific as to what happened. Note if there are any defects with the area of injury.

☐ Respond to requests from MCI.

☐ The department & EHS create any work orders for repairs required if there is an unsafe/defective areas.

☐ Assist in accommodating restrictions whenever possible. At 90 Days if not Released to full duty contact HR

☐ Do NOT allow employees to work without a release to return to work (RTW) that MUST BE turned into HR.

EMPLOYEES

☐ Report ALL accidents no matter how small to your supervisor immediately providing specific details regarding your injury, the body part injured and the exact location where the injury occurred

☐ ALWAYS Sign the Physician Panel and if treatment is necessary visit the panel physician first or ER in an emergency and make doctor appointments before/after work hours. Once selected the physician cannot change unless you are referred to a specialist. Use leave until claim is approved

☐ Contact the Reed Group if you have VSDP Disability Benefits 877-928-7021 and have lost time

☐ Turn ALL notes from physician into HR (Including Restrictions & Release to Return to Work)

☐ Participate in accident investigations

☐ Respond to ALL questions, phone calls and letters sent by the workers' comp administrator or the Reed Group regarding your claim. If you need assistance contact HR for an appointment to help you

☐ Contact HR and pay for healthcare premium or request to waive healthcare if you will go on LWOP for an entire pay period while waiting for claims to be approved if you have no leave
**Employee's First Report of Accident/Injury Form**

The College of William and Mary/VIMS

Please provide the Office of Human Resources the following information as soon as it relates to your work related accident/injury/illness within 24 hours. Send this completed form to Human Resources.

Phone: 757-221-3769 or fax: 757-221-7724. You are required to select from a panel of medical specialists for medical treatment as mandated by the Virginia's Workers' Compensation Act.

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Cell Phone</td>
</tr>
<tr>
<td>City</td>
<td>Home Phone</td>
</tr>
<tr>
<td>State</td>
<td>Work Phone</td>
</tr>
</tbody>
</table>
| Zip Code | Marital Status:  
( ) Single  
( ) Married  
( ) Divorced  
( ) Widowed |
| Date of Birth | Sex:  
( ) Male  
( ) Female |
| Occupation | Department |
| Work Hours Per day | Days per week |
| Emp Type:  
( ) Hourly  
( ) Classified  
( ) University  
( ) Faculty  
( ) Other |
| Information About Time/Place of Accident |
| City or County where this accident occurred: |
| Exact Location: |
| Date of Accident: |
| Time of Accident:  
( ) AM  
( ) PM |
| Date accident reported: |
| Were you paid in full for the day of the accident?  
( ) Yes  
( ) No |
| Supervisor's Name | Was supervisor notified?  
( ) Yes  
( ) No |
| Name of Witness(es): |

**Information About the Nature and Cause of Accident**

| Machine, tool or object causing injury |
| Was safety equipment used?  
( ) Yes  
( ) No  
If so, what kind? |
| Describe fully how injury occurred: |
| Describe nature of injury and describe body part affected (to include right or left side): |
| Was medical treatment provided?  
( ) Yes  
( ) No  
Where |
| Was time lost from work?  
( ) Yes  
( ) No  
If yes, how long? |
| Date returned to work |
| Could this accident have been avoided?  
( ) Yes  
( ) No  
If yes, how? |
| Employee Signature | Date |
| Supervisor Signature | Date |

Rev 02/17
The Virginia Workers' Compensation law requires your employer to provide to you a Panel of at least three physicians. You must select a physician from this Panel to treat your work related injury. **If you do not use one of these physicians for your work related injury, you may be responsible for the cost of medical care.**

Please select a physician from this Panel, complete and sign this form and return it to your supervisor. The supervisor should immediately return this form to **HR 757/ 221- 3156**

HR will send to **M C INNOVATIONS (MCI)**

P.O Box 1140, Richmond, VA 23218-1140 Phone 804/649-2288 Fax 804/371-2556

E-mail COVimaging@yorkrsg.com

Please choose from the following list by writing the physician’s name and signing the form. Return the form to your supervisor.

1) Dr. Jamey Burton/Riverside PC Center
   
   NAME
   5231 John Tyler Hwy
   ADDRESS
   Williamsburg, VA 23185

   PHONE
   757-220-8300

2) Dr. Dan Naumann/Velocity
   
   NAME
   4347 Newtown Ave. Ste. 100
   ADDRESS
   Williamsburg, VA 23188

   PHONE
   757 772-8124

3) Dr. E. Obie/MD Express
   
   NAME
   120 Monticello Ave.
   ADDRESS
   Williamsburg, VA 23185

   PHONE
   757-564-3627

**Employee**

By signing this form, I release all medical information to M C Innovations (MCI). All information will be considered confidential and used only in the matter of the workers' compensation claim.

I have been presented with a panel of at least three physicians and have selected:

Dr. ____________________________ to provide me with medical care for my work related injury.

☐ I am not seeking medical treatment

Printed: ____________________________ Date of Injury: ____________________________

Signed: ____________________________ Date: ____________________________

NAME

Agency Representative: ____________________________

Printed Name Signature Date
ACCIDENT INVESTIGATION FORM

This form is to be utilized as an aid to further investigate accidents/injuries, to establish a root cause of the event, and to identify actions to mitigate future occurrences. For further assistance, please contact the William & Mary Environment, Health and Safety Office.

Injured Employee Name: ___________________________  Job Title: ___________________________
(If an injury occurred)

Department: ___________________________  Incident Date/Time: ___________________________

Supervisor: ___________________________  Investigation Date: ___________________________

Summary of What Occurred:

Attach a sketch and photographs as necessary.

Site Observations:

Attach a narrative statement written by the injured person(s).

Witness Accounts:
Other Information:

Causes of incident:

1. 
2. 
3. 
4. 

Were practical means of accident prevention employed?

Ensure all hazards are controlled and service/repair requests have been initiated if needed.

Follow-up actions taken/required (For completed actions, list the date completed and for future actions, list the estimated date of completion):

Lessons Learned:

Investigated by: ___________________________ Date: ___________________________