



Employee Responsibilities Regarding On-the-Job Injuries/Accidents

NOTE: Appropriate forms and information are contained in the **Injured Worker Packet** available from your supervisor or building's head secretary.

- Report all accidents and injuries, regardless of how slight, **immediately** to your supervisor.
- If your accident/injury requires medical treatment:
 1. Fill out Worker's Report - 801 form - and the Supplement to 801 form included in the Injured Worker Packet and send over to human resources **immediately**.
 2. Report to your treating healthcare provider's office that the injury is work-related and that the worker's compensation carrier is **SAIF**.
 3. Request from your healthcare provider a release to return to work and send immediately to human resources.

You can seek initial treatment with any healthcare provider that you chose. You may be required to receive follow-up and continuing treatment from a managed care providers and will receive further information from SAIF once your claim is accepted.

District worker's compensation contact person:

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