

PUBLICSCHOOLWORKS ACTIONS FOLLOWING AN EMPLOYEE INCIDENT REPORT

Email To	Email From	Context of Email	Email Attachments & Included Links
*Brett Robson	"WORKS"	Notice of accident	<ul style="list-style-type: none"> • Accident Report • Workers' Comp. action taken • Employer First Report of Injury • Employee retraining initiated • District first aid & request for add'l info • Investigation initiated (incl., by whom) • Request for Case Journal entry • 300 report wizard (if enabled)
*Rodge Wilson *	Brett Robson	Notice of accident	<ul style="list-style-type: none"> • Accident Report • Request to add information via entry in case journal
**Principal / Site Recipient	Brett Robson	Notice of accident	<ul style="list-style-type: none"> • Accident Report • Request to add information via entry in case journal
*Investigator Supervisor of affected employee.	Brett Robson	<p>Notice to complete incident investigation.</p> <p>2 days later, if investigator does not complete they will receive an email.</p> <p>3 days later, if investigator does not complete then an email is sent to Brett Robson, Rodge Wilson, Admin. No. 3</p> <p>After investigation is completed an email is sent to Brett Robson, Rodge Wilson, Admin. No. 3</p>	<ul style="list-style-type: none"> • Online Accident Investigation Report • Paper Accident Investigation Report • Contact info. for a trained investigator • Witness statements
Witnesses	Investigator	Notice to complete witness statement	<ul style="list-style-type: none"> • Online Witness Statement
Nurse	Brett Robson	Request for additional first aid information	<ul style="list-style-type: none"> • Online Case Journal
Various	Brett Robson	Request for information	<ul style="list-style-type: none"> • Online Case Journal
*Affected employee	Brett Robson	Post-accident retraining (note, the employee is automatically enrolled in post-incident training assignments)	<ul style="list-style-type: none"> • Online training system and assigned courses
*MCO *TPA	Brett Robson	Notice of accident	<ul style="list-style-type: none"> • Accident Report • First Report of Injury
*Supervisor	Brett Robson	If the injured employee has NOT sought medical attention an email will be sent 5 & 10 days (the latter if necessary) after the incident, asking if the employee has sought medical attn.	<ul style="list-style-type: none"> • Link to report that employee has sought medical attention.
*Supervisor	Brett Robson	If the injured employee is out of work, an email will be sent every 7 days (adjustable) to the supervisor asking if the employee is back to work.	<ul style="list-style-type: none"> • Link to report the employee is back to work.

*Brett Robson	"WORKS"	If the supervisor confirms the employee returns to work a courtesy email will be sent.	• Employee returned to work
*Rodge Wilson			
*Site Recipient	*Brett Robson		
*External Contacts			

- After submitting an incident report, the employee will be presented the completed Employer's FROI (based on information from the incident report).
- Brett Robson , Rodge Wilson , Admin. No. 3 receive confirming emails whenever anyone responds to an email notice – e.g., enters something in the Case Journal, confirms the affected employee sought medical attention or returned to work, etc.
- * means the email is automatic