

# WORKPLACE INJURY FLOWCHART

WASHINGTON COUNTY SCHOOL DISTRICT



**COMPANY NURSE | 1.888.375.0279**

**IHC WORKMED | 385 NORTH 3050 EAST  
ST. GEORGE, UT 84790**

The Risk Management Specialist does not need to be notified directly of workplace injuries. After Company Nurse has been notified, they will contact the Risk Management department.

The employee is involved in a workplace injury.

The employee should determine the severity of the injury.

**CALL COMPANY NURSE  
1-888-375-0279**

**MINOR INJURY**  
i.e. First-aid only - no restriction of job duties (EX: minor cut)  
i.e. No medical attention is requested by the employee (EX: Pulled muscle)

It the employee desires, he/she may visit **IHC WORKMED** for medical treatment.

The employee returns to work.

**MODERATE INJURY**  
i.e. cuts, bites, sprains, slips, trips, falls, etc.

The employee should visit **IHC WORKMED** for treatment, **NOT THEIR PERSONAL PHYSICIAN.**

If IHC Workmed determines that the employee can work without restriction, the employee will return to work.

If IHC Workmed determines that the employee should be placed on restricted duty, Risk Management will create a **TEMPORARY TRANSITIONAL ASSIGNMENT** until the employee has healed from his/her injuries. WCSD positively embraces a *return to work* policy. It is in everyone's best interest for the injured employee to return to work as quickly as possible.

Once IHC Workmed has determined that the employee is well enough, he/she will return to full duty.

**MAJOR INJURY**  
i.e. Life threatening emergencies (i.e.: loss of consciousness, excessive bleeding, difficulty breathing, etc.)

**CALL 911**, the employee will be taken by emergency personnel to the **NEAREST HOSPITAL.**

The Risk Management Specialist will create a **TEMPORARY TRANSITIONAL ASSIGNMENT** for the injured employee.

If a medical doctor determines that the employee may not return to work due to the severity of the injury, the employee may qualify for **FMLA**. See the Benefits and Wellness specialist for details.

Once a medical doctor has determined that the employee is capable, the employee returns to full duty.

**REQUIRED ACCIDENT DOCUMENTATION**  
Whenever an employee is seen by a medical professional for a workplace injury, the following documents must be filled out and given to the Risk Management Specialist within **24 HOURS.**

1. Supervisor Accident Investigation Report
2. Employee Statement Regarding Accident
3. Witness Statement
4. Labor Commission 122 Form
5. IHC WorkMed Authorization Form