



Insurance and Risk Management Services

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Workers' Compensation

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Workers' Compensation and Accident Reporting Information

All information and forms regarding workers' compensation and accident reporting is available online at <http://risk.oregonstate.edu/workers-compensation>.

Work related accidents, injuries and illnesses must be reported to the manager/supervisor immediately. If the appropriate manager/supervisor is not available, report to the next up-line manager/supervisor. The manager/supervisor must document the report on the **HR Advocate Public Incident Reporting form** within 24 hours.

If medical attention is sought or planned for any work-related injury or illness, the **SAIF 801 form** must be completed by the affected employee and their manager/supervisor (using instructions available in the forms link listed above). The completed form must be sent to Heidi Melton within 24 hours (to contact Heidi Melton, see workers' compensation contact information listed above).

If an affected employee is unavailable (due to hospitalization or absence), the manager/supervisor must complete as much of the **SAIF 801 form** as possible based on the information they have at the time of the incident, and send the partially completed form to Heidi Melton within 24 hours. Follow up with the employee later for completion of the form is required. This allows for the claim to be initiated with SAIF (OSU's workers' compensation insurance carrier), and ensures compliance with reporting requirements.

When medical attention is sought, OSU requires an **Employee Status Report form** from the medical provider to verify the return to work status. The **Employee Status Report form** must be completed by the medical provider at each change of status (any change in restrictions or release), when the employee is medically stationary, and a minimum of every 30 days***.

The **Employee Status Report form** identifies whether or not the employee is able to return to their regular work, is released with specific restrictions or is not released to any work. Additionally:

- If released to regular work, the form includes the date of the follow up appointment or medically stationary status (meaning that no further improvement is expected with additional treatment).
- If restricted, the release includes specific restrictions, expected length, and the date of the follow up appointment. Temporary modified work assignments will be accommodated whenever possible.
- If not released to any work, the form includes the expected return date to some form of work, and the date of next appointment.

For additional information contact Heidi Melton at Heidi.Melton@oregonstate.edu.

****All follow up appointments must occur within 30 days.*