

### EMPLOYEE/STUDENT RESPONSIBILITIES:

1. Assess injury for first aid triage or medical treatment.
2. Report incident/event **immediately** to your supervisor/instructor.
3. Complete the [Incident Report](#) immediately and submit to [ndscs.safety@ndscs.edu](mailto:ndscs.safety@ndscs.edu) – **24-hour reporting requirement.**
4. If you need to seek medical treatment, report to NDSCS [Designated Medical Provider](#) – Sanford Health or Essentia Health.
5. Injured party brings a [Report of Workability](#) to the Medical Provider to complete for each visit.
6. Submit Report of Workability to Safety & Project Coordinator and keep in communication to accurately file claim information.
7. You are required to follow medical restrictions 24/7.
8. NDSCS has a Return-to-Work Program and offers light duty, you are required to accept modified work.
9. Keep Supervisor/Instructor and Safety & Project Coordinator informed of referrals, restrictions, and medical visits. Employees are to send updated and new signed Report of Workability to your supervisor and [ndscs.safety@ndscs.edu](mailto:ndscs.safety@ndscs.edu).
10. Keep all receipts for medicine, mileage and other items necessary for your care.
11. Sign and date all documents. Return all information requests from WSI Claims Adjuster.

### SUPERVISOR/INSTRUCTOR RESPONSIBILITIES:

1. Assess the injury for first aid or medical treatment. If medical treatment is needed, send, or take employee/student to the Designated Medical Provider.
2. Contact Safety & Project Coordinator if injury requires a doctor's appointment.
3. Assess the event/incident for immediate hazards and conduct investigation.
4. Identify Corrective Actions to prevent similar incidents from occurring again.
5. Repair, replace, remove or retrain/train.
6. Supervisor monitors the completed Report of Workability and provides temporary accommodation for restrictions.
7. Notify Safety & Project Coordinator immediately if an employee misses work due to injury.
8. Work with the injured employee/student and Safety & Project Coordinator throughout the claims process.
9. Ensure all documents are submitted to Safety & Project Coordinator.

**\*\*For injuries related to long term exposure (e.g.: repetitive motions, hearing loss), first review ergonomic resources and adjust current processes, then contact [ndscs.safety@ndscs.edu](mailto:ndscs.safety@ndscs.edu)**