



## 4030 A

# Accident Reporting: Workers' Compensation

*Regulation 4030 A*

Original Adoption: 03/20/1990  
Revision Dates: 06/09/2015  
Review Dates:

Effective Date: 06/10/2015

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### **I. PURPOSE**

The purpose of this regulation is to establish the appropriate reporting procedures for reporting work-related accidents or injuries.

### **II. GENERAL STATEMENT OF REGULATION**

- A. Employees and supervisors are responsible for reporting all accidents which occur at work. This includes any accident or injury which occurred during the performance of the employee's duties.
- B. Employees and supervisors should complete the "First Report of Injury" form immediately after the injury has occurred or when the supervisor has knowledge of the accident. The form must be sent either physically by fax transmission or electronically by email within twenty-four (24) hours to the district workers' compensation program administrator.
- C. Additionally, the supervisor and employee should complete and sign the "Supervisor's Report of Employee Incident" and submit this form along with the "First Report of Injury".
- D. If the injured employee is unable to complete and sign either report form, the supervisor who has knowledge of the accident should, within twenty-four (24) hours of the injury or notice of injury submit the forms.
- E. The supervisor's signature on the "Supervisor's Report of Employee Incident" form is not an admission of liability.
- F. All reports of incidents or accidents shall be thoroughly investigated following the filing of the report.
- G. Notice shall be given to employees that failure to report injuries in a timely manner may affect their ability to claim compensation.

### **III. REPORT AND CLAIM PROCESSING**

- A. The District's Workers' Compensation claims are handled by an independent claims administrator. The claims administrator is responsible for claims investigation, determining eligibility for benefits, authorizing timely payments, reporting to the State of Minnesota, and monitoring return to work plans.
- B. Employees are responsible to cooperate with claims investigation. Retaliation against employees cooperating in good faith is strictly prohibited.



- C. Employees who are absent from work due to a work-related injury must provide medical documentation of their injury-caused absence signed by the employee's physician or licensed health care provider.
- D. When an employee has missed a cumulative three (3) days of work documented to be due to their injury, the employee's supervisor shall notify the district workers compensation program administrator.
  - 1. Accumulation of injury – related absences may be due to full or partial day's absences.
  - 2. Accumulation of injury-related absences need not be consecutive days.
  - 3. Supervisors are responsible for logging and monitoring the accumulation of lost work time due to injury.
- E. The district workers' compensation program administrator shall process workers compensation claims determined to be eligible for benefits.

***Legal References:***

Minn. Stat. Ch. 176 (Workers' Compensation)

***Cross References:***

MPS Policy 6680 (Safety, Security and Emergency Management)

MPS Policy 6681 (Accident Prevention and Reporting)

MPS Policy 6682 (Emergency Health Care)

MPS Policy 7010 (Environmental Health and Safety)

MPS Regulation 3348 B ([Bus] Accident Reporting and Review)

MPS Form: First Report of Injury

MPS Form: Supervisor's Report of Employee Incident