



Rogue Community College

Supervisor Responsibilities in the Event of an Injury

- **If this injury requires emergency treatment then the employee should go to the nearest emergency room or call 911.**
- **As soon as you are made aware of an injury, coordinate first aid efforts, if appropriate.**

Then fill out a written incident report with the employee. The supervisor and employee should both complete an incident report, along with any witnesses if applicable. This incident report form should also be used in the case of a near miss accident. The incident report form can be found on the RCC web site at:

<http://www.roguecc.edu/safety/Incident%20Report.doc>

- **This is then given to the Facilities Department immediately after being completed, with a copy to the HR Department.**
- **If medical treatment is required, notify the HR Department immediately. HR will work with the employee to complete the Workers' Compensation form 801.**
- **The 801 is also completed if the injured employee insists on filing a workers' compensation claim, even if medical treatment is not required.**
- **Instruct the employee to seek medical care from one of the Occupational Health Clinics listed on the back of this page unless the employee has a preference for another doctor.**
- **HR will provide the employee with a "Return to Work Information Form" to be submitted to the doctor at the first medical visit. The employee is required to return the form immediately after the medical appointment or by the beginning of the next working shift.**
- **The Facilities Department will conduct a formal accident investigation for all on-the-job injuries.**
- **RCC is committed to assisting workers in returning to work as soon as possible. Please see the Rogue Community College Return to Work Program for details.**
- **If you have any questions, please contact Jenny Rossknecht, Director of Human Resources and Risk Management.**



Rogue Community College **Injured on the job?**

Please contact the Human Resources Department (541-956-7017) as soon as possible to complete the necessary paperwork. If you need to seek medical attention, please consider one of the following. These medical facilities are prepared to treat injured workers

“Quickly, Efficiently & Compassionately”

Asante Occupational Health Services

1505 NW Washington Blvd
Grants Pass, OR 97526

9 am to 7 pm - Monday – Friday

10 am to 4 pm – Saturday & Sunday

(541) 956-6250 Fax: (541) 956-6251

Providence Center for Occupational Medicine

1390 Biddle Rd Suite 101
Medford, OR 97504

(541) 732-5554 Fax: (541) 732-5939

Asante Occupational Health Services

781 Black Oak Drive, Suite 102
Medford, OR 97504

8 am to 5 pm – Monday - Friday

(541) 608-4236 Fax: (541) 608-5965

Ashland Occupational Health

559 Scenic Drive
Ashland, OR 97520

(541) 488-7454 Fax: (541) 488-7436

SAIFCORPORATION On the job.... for Oregon

www.saif.com

1-800-285-8550