

SummerWorks 2020: Report a Worksite Injury

1

Take Action

FIRST AID: Provide immediate first aid.

EMERGENCY: Call 911 if the injury is serious or life threatening.

NON-EMERGENCY: If injury is not severe, but requires medical attention, assist as appropriate.

2

Notify

Encourage Reporting

The worksite supervisor should encourage interns to report all injuries, accidents, and near misses immediately. Tell interns to talk with you or to call, text, or email their coach.

Notify SummerWorks Staff

Supervisors should report all injuries and illnesses to your worksite liaison. Then, call or email Cindi Schulke at 503-478-7372 or cschulke@worksystems.org.

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Report

When notified of an injury, the worksite supervisor always must fill out either Form 767 or Form 801 with the intern to assure accuracy and legibility. Make a copy for your intern and yourself, and then submit the original to your worksite liaison.

WHICH FORM TO USE?

IF INJURY IS MINOR (and requires NO care from a medical practitioner)

- **Use Form 767:** SAIF Incident/Accident Analysis (*attached*)
- Note the corrective action taken and the date. OSHA requires this action, and it is also good follow-up.

IF INJURY REQUIRES CARE FROM A MEDICAL PRACTITIONER

- **Use Form 801:** SAIF Report of Job Injury or Illness (*attached*)
- Complete all sections.
- Your worksite liaison will follow up with Form 767 and review corrective action with you.

Questionable Injury: If you have reason to doubt that an intern's injury occurred on the job, complete Form 767 anyway. Document your doubt when you describe the incident on Form 767. You also may give 'unknown' as your answer to questions 43 on Form 801.

Return to Work Authorization: Interns who receive medical treatment must request a written authorization from the doctor who treats them. Before returning to work, the intern must give this authorization to you (their worksite supervisor) and their SummerWorks coach. You will then share it with Cindi.

Worker's Compensation Claim: If an intern goes home because of an on-the-job injury or illness, they must be seen by a doctor in order to be eligible for a worker's compensation claim. The doctor may ask them if they wish to file a claim and give them a claim form to complete.

GET HELP! 503-478-7378 | help@SummerWorksPDX.org