

**Superintendent
Andrew Gardner**



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**Employee Responsibilities Form
Regarding On-The-Job Injuries / Accidents**

- 1) Immediately report all injuries/ accidents, no matter how slight, to your supervisor. Waiting until your next work shift is not an acceptable practice.
- 2) If you need to see a doctor, complete the “worker” portion of the Workers’ Compensation Claim Form 801. If you need assistance with the form, contact your Supervisor. He/ she will assist you in completing this form and can provide you with a temporary light/ modified duty if available and have him/ her complete the Work Status Report Form.
- 3) Bring the temporary light/ modified duty packet with you to each physician visit. Should your physician authorize time-loss, there is a minimum of three days before time-loss benefits will begin. To avoid loss of wages, inform your doctor that temporary light/ modified duty is available and have him/ her complete the Work Status Report Form.
- 4) Immediately (within 24 hours) report your physician’s findings to your supervisor. A Work Status Report Form should be completed at the time of each physician visit and returned to your supervisor.
- 5) You must report to your next scheduled shift once the doctor releases you to work (part-time, light, modified or regular).

I agree to follow all of these responsibilities and understand that failure to do so may adversely affect my workers’ compensation benefits.

Employee Signature

Date

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