

Northshore School District EMPLOYEE INJURY/ACCIDENT CHECKLIST ACTION REQUIRED

STEP

 Employee completes and signs the NSD Injury Report Form within 48 hours of accident/incident

STEP

- Forward form to supervisor for signature
- Return completed NSD Injury Report Form to Dianne Smith in Human Resources/Benefits

STEP

3

 No further action needed if Employee indicates "NO" for seeking medical attention

STEP

• If employee indicates "YES" for seeking medical attention, give employee NSD Workers' Compensation Envelope and have them follow instructions on the front of packet. The employee must fill out the Self Insured Claim Form and submit original to Human Resources/Benefits

STEP

 If employee misses time from work due to the injury the employee must complete the NSD Use of Leave Authorization Form and return to Human Resources/Benefits