



Employee Responsibilities

1. Accident reporting:

- A. An **accident** is any unplanned event that disrupts normal work activities and may or may not result in injury or property damage. All work-related accidents, injuries and near misses must be reported immediately to the Human Resource Department. The Employee or Volunteer must complete the "Employee / Volunteer Incident Report" form.
- B. If an accident occurs, but does not require **professional medical treatment**, the supervisor should immediately be informed, so that an Accident Analysis can be completed. If first-aid treatment is needed, it should be sought on-site.
- C. If an accident occurs which requires **professional medical treatment**, the worker should follow the emergency response plan. The worker must fill out a workers' compensation form **801** form as soon as possible.

2. Worker's physical condition:

- A. If professional medical treatment is sought, the worker should inform the attending physician High Desert ESD has a return-to-work program with light duty/modified assignments available.
- B. The worker should obtain a "Release To Return To Work" form from their supervisor or the HR Department. This should be provided to the treating physician and should be returned to Sally West following the initial medical treatment.

3. Worker return to work:

- A. If the attending physician releases the worker to return to work, as evidenced by completion of a **Return to Work form**, the form must be returned to Sally West or the Human Resources Department within 24 hours for assignment of light duty/modified work. The worker must report for work at the time designated. **The worker cannot return to work without a release from the attending physician.**
- B. If you return to a transitional/temporary job, you must make sure that you do not go beyond either the duties of the job or your physician's restrictions. If your restrictions change at any time, you must notify your supervisor at once and give your supervisor a copy of the new medical release.

4. Worker unable to return to work:

- A. If the worker is unable to report for any kind of work, the worker must call in at least weekly to report medical status to the High Desert ESD Human Resources Department.
- B. While off work, it is the responsibility of the worker to supply HR with a current telephone number (listed or unlisted) and an address where the worker can be reached.
- C. The worker will notify Sally West or Human Resources within 24 hours of changes in their medical condition.