

REEP Residential

Manager Quick Guide: Workplace Injury Reporting & Return-to-Work

If an Employee Reports an Injury (Workers' Compensation)

Critical Requirement: If an employee is admitted to the hospital due to a work-related injury or illness, notify Human Resources immediately (same day).

- Ensure the employee receives medical attention if needed
- Report the injury to Human Resources immediately (same day; no later than 24 hours)
- Document basic facts (who, what, when, where)

Serious Incident Examples (Immediate HR Notification Required)

- Hospital admission
- Loss of consciousness
- Amputation
- Severe injury requiring emergency care
- Any OSHA-reportable incident

Prohibited Actions

- Do not investigate beyond basic facts
- Do not determine fault
- Do not tell an employee they are not covered

While on Leave

- Direct all questions to Human Resources
- Maintain limited communication
- Notify Human Resources of updates

Return-to-Work Process

- Direct the employee to Human Resources first
- Wait for Human Resources approval
- Follow all Human Resources instructions

Work Restrictions

- Send all documentation to Human Resources
- Wait for guidance
- Follow approved duties exactly

Modified / Transitional Duty

- Only if approved by Human Resources
- Must follow all medical restrictions
- Temporary and not guaranteed

Key Responsibilities

- Human Resources approves all decisions
- Maintain confidentiality
- Do not make promises
- Apply policies consistently

Non-Retaliation

No adverse action may be taken against an employee for reporting injuries or taking leave.

When in Doubt

Contact Human Resources before taking any action.

Manager Checklist

- Human Resources has approved the return
- Documentation has been reviewed
- Restrictions have been addressed
- Manager is aligned with Human Resources guidance