Supervisor’s Workers’ Compensation Checklist

■ EMERGENCY

♦ Take appropriate first aid measures

♦ Obtain emergency care if needed – After Hours Care: Send injured party directly to ER. Claim can be reported to UCIC (c/o SISCO) the next business day.

♦ If this is a catastrophic injury please send injured party to nearest Emergency Room, call UCIC (c/o SISCO) @ 1-800-641-6330.

♦ Notify UCIC (c/o SISCO) at 1-800-641-6330 for a non-catastrophic injury on the next business day.

♦ After emergency treatment is obtained:
  - Complete a “First Report of Injury”
  - Provide worker with a copy of the panel of providers
  - Have injured worker sign “Acknowledgment of Rights and Duties”

■ NON-EMERGENCY

♦ Complete a “First Report of Injury” and send to HR. They will phone or fax information to UCIC (c/o SISCO)
  - Phone: 1-800-641-6330
  - Fax: 1-800-706-9344

♦ Provide worker with access to or a copy of the panel of providers

♦ Have injured worker sign “Acknowledgment of Rights and Duties” form

♦ UCIC (c/o SISCO) is available to assist with obtaining an appointment during business hours 8 am to 5 pm

■ RETURN TO WORK

♦ Prepare for possible modified work for injured worker.

♦ Review the work restrictions given by the provider and ensure that the employee is staying within those guidelines.