

Lost Time Injury Reporting

Once a department receives notice from a medical provider that one of their employees was injured at work and will not be able to return to work the following steps should be taken:

1. Contact Staci-She needs to know in order to be in contact with Risk Management and Work Injury Services.
2. A lost time injury investigation should be launched the same day or as soon as possible, **never to extend beyond 5 days after the injury by the employees supervisor.** The sooner an investigation can be accomplished the fresher the information and the faster an unsafe condition may be corrected. When the employee is not available a preliminary investigation should be conducted with any witnesses.
3. The information acquired during the investigation should be shared with the Department Director and the CF Safety Coordinator as soon as possible.
4. The Supervisor should then contact Lisa Jones to schedule a lost time Injury Review with the appropriate personnel and Gary Ward.
5. **Copies of the investigations should be sent to Gary Ward, John Haynes and the CF Safety Coordinator within 5 days of the accident.**

The lost time injury investigation forms can be found on L drive or the CF Safety Coordinator can send them to the department upon request. Facts, documentation, pictures or any other information pertaining to the accident should be part of the accident report.

The CF Safety Coordinator is available to assist supervisors develop the information needed to complete their investigations.