7387 S. Campus View Drive • West Jordan, UT 84084

Human Resources

Event or First Aid Only

Requires No Medical Treatment or First Aid

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First Aid rendered (if needed)



- Employee and Supervisor complete First Report of Injury form and return to Human Resources within 3 days of injury.
- If employee later seeks off site medical treatment for the injury, supervisor or designee reports injury to Tristar Risk Management at (801) 568-5138 ext. 2211

Minor Injury

EMPLOYEE REPORTS INJURY TO IMMEDIATE SUPERVISOR FOR INJURY ASSESSMENT

Requires Off Site Non-Emergency Medical Treatment



Before Employee Leaves Work Site

 Employee provided with list of designated Workers'
Compensation Providers



- Supervisor or designee immediately reports injury to Tristar Risk Management at (801) 568-5138 ext. 2211
- Employee and Supervisor fill out First Report of Injury form (required if employee seeks medical treatment) and returns to Human Resources within 3 days of injury

Major Injury

Requires Emergency Medical Treatment



IN LIFE- OR LIMB-THREATENING EMERGENCY, INJURED WORKERS SHOULD CALL 911 OR SEEK CARE FROM THE NEAREST HOSPITAL EMERGENCY FACILITY.



- Supervisor or designee immediately contacts Human Resources at (801) 567-8249 to report injury
- Supervisor or designee immediately reports injury to Tristar Risk Management at (801) 568-5138 ext. 2211



- Supervisor fills out First Report of Injury Form and returns to Human Resources within 3 days of injury
- If the employee is unable to return to work, Supervisor will remain in contact with employee until the employee is able to return

Is employee able to return to full duty with no work restrictions?



No

Yes



Employee submits Work Status form to Human Resources. Human Resources and supervisor determine whether Transitional Work Assignment is appropriate



If Transitional Work Assignment is needed, Human Resources and the supervisor will fill out Transitional Work Assignment Offer & Agreement



- Employee provides Human Resources with updated Work Status form after each appointment
- Transitional Work Assignment terminates when employee is released to full duty *or* automatically 60 days after the assignment start date

Employee submits release to return to work signed by treating health care provider to Human Resources <u>prior</u> <u>to</u> return to work



Employee returns to regular duty and attends follow up appointments with health care provider