



THE FIRST UNIVERSITY IN THE WEST

Early Return-to-Work (ERTW) Program

INSTRUCTIONS TO SUPERVISORS

If an employee notifies you of an on-the-job injury while at work, provide medical attention as needed **immediately**. If this is an emergency, call for an ambulance or appoint a designated driver to transport the employee to an appropriate medical facility.

801 First Report of Injury: Complete the 801 First Report of Injury report with the employee. Then forward the 801 Injury Report to Empire Pacific Risk Management as soon as possible, but no later than 24 hours post-injury reporting.

ERTW Packet & Letter to Injured Employee: For all reported injuries requiring medical treatment, please provide Suzie Torre-Cross, the ERTW Coordinator with the details about the injury and the affected employee. She will prepare the ERTW packet for the employee to pick up and take to the attending physician.

This packet consists of an Employee's Responsibilities sheet and a letter to the attending physician entitled "Work Tolerance Report." The Work Tolerance Report outlines transitional work restrictions, if any. Advise the employee to return this form to you immediately after seeing the physician and then send a copy to Suzie Torre, the ERTW Coordinator in Human Resources.

The letter will provide the employee with information about the ERTW Program, instructions about what to take to the attending physician and convey the important message that you care about this employee's well being.

Work Tolerance Report: It is important to obtain specific information about any work restriction from the attending physician. The Work Tolerance Report will clarify this information from the attending physician. This form is provided in the ERTW packet. When the employee brings back the completed form, please make a copy and send to Suzie Torre in Human Resources, as this will be filed in the employee's W. Comp folder.

Available Transitional Employment Letter: When the employee brings you either the signed Work Tolerance Report or a written work release from the attending physician, fill in the Available Transitional Employment Letter (temporary modified work/job offer letter). This Available **Transitional Employment Letter must be completed** to assure any possible reimbursement from the state funds, and send a copy to Suzie Torre-Cross in HR.

Task Analysis: Complete the Task Analysis together with the injured employee if possible. The Task Analysis describes the temporary work assignment's duties and physical demands. The modified tasks must fall within the attending physician's work restrictions outlined on the Work Tolerance Report or other similar work release form. Fax the Task Analysis to the attending physician for his/her approval of the temporary work tasks or have the employee take the Task Analysis to his/her next doctor's appointment. As long as the temporary work assignments fall within the work restrictions, the employee can return to work immediately. However, the Task Analysis must be received from the attending physician for appropriate workers' compensation claims handling. Send a completed copy to Suzie Torre-Cross in HR.

Discuss with the employee any work restrictions and what he or she can and cannot do. Reinforce the importance of staying within the work restrictions. Suggest that the employee carry a copy of the work restrictions with him or her while at work. Stay closely involved with the injured employee throughout the modified work process. Provide support and encouragement to the employee to work safely.

** Please contact Suzie Torre-Cross in HR, should you have any questions at ext. 4043 or storre@willamette.edu**