



# INJURED WORKERS TRAINING

OCTOBER 21, 2009 @ 9:00 A.M.

UMES Office of Human Resources

# Contents

SAFETY  
FIRST



*"We're all in  
this together"*

- What is Required
- First Report of Injury Form
- Timekeeping
- Injured Workers' Insurance Fund (IWIF) Pointers
- Return to Work
- Questions/ Answers



# 1. Report **immediately** to Office of Human Resources

- First Report of Injury Form (online at UMES Forms Library) [www.umes.edu/hr](http://www.umes.edu/hr)
- Fax or bring to HR Office

What is Required?

DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY OF MARYLAND EASTERN SHORE

FIRST REPORT OF INJURY QUESTIONS

1 → Injured Worker's Name: \_\_\_\_\_  
(last, first & middle initial)

2 → Date of Injury: \_\_\_\_\_ Date Reported to Supervisor: \_\_\_\_\_ ← 3

4 → Today's Date: \_\_\_\_\_ Times: \_\_\_\_\_ ← 5 a & b  
(workday start time) (injury time)

6 → Last Day Worked: \_\_\_\_\_ Expected return date: \_\_\_\_\_ ← 7

8 → Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_\_ ← 9

10 → Home Address: \_\_\_\_\_  
(Street, Apt. #, City, State & Zip)

11 → Employee Job Title: \_\_\_\_\_

12 → Date Hired: \_\_\_\_\_ Full time, part time or contract: \_\_\_\_\_ ← 13

14 → Campus Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_ ← 15  
Male \_\_\_\_\_ Female \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_

16 → Describe nature of Injury or Illness in Detail (be specific about part of body affected, e.g.,  
amputation of right index finger at 2<sup>nd</sup> joint, fracture right arm, lead poisoning): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17 → Describe employee's activities when injury occurred with details of how the event  
occurred (Include name of other individuals involved, tools, machinery, objects vapors,  
chemicals and unnatural motions of employee):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18 → Were safe guards or safety equipment provided? Yes \_\_\_\_\_ No \_\_\_\_\_  
Were they in use? Yes \_\_\_\_\_ No \_\_\_\_\_ If No, Explain \_\_\_\_\_

19 → At what provider, clinic, or hospital did the injured worker seek treatment?  
\_\_\_\_\_

20 → Was the injured worker admitted to a hospital? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what is the name and address of the hospital: \_\_\_\_\_  
\_\_\_\_\_

21 → Has the injured worker had any previous work injuries? Yes \_\_\_\_\_ No \_\_\_\_\_  
Zero \_\_\_\_\_ One \_\_\_\_\_ Multiple \_\_\_\_\_ Dates \_\_\_\_\_

22 → Name of Witness (if any): \_\_\_\_\_

23 → Comments: \_\_\_\_\_

PLEASE COMPLETE ALL QUESTIONS

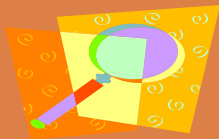


2. Approve all physician referrals through the HR Office unless emergency circumstances exist

What is Required?

# Helpful Hints for First Report of Injury Form

*"Don't learn  
safety by  
accident"*



- Train your staff, especially other supervisors, regarding how to report an injury in your absence
- Fully investigate
- Beware of suspicious activity
- Interview witnesses thoroughly or refer him/her to the Benefits Coordinator
- Be prepared to promptly answer questions about wages/hours of work











## 4. Refer any inquiries to the Benefits Coordinator

What is Required?

*"Health and Safety: words to live by"*

# Injured Workers' Insurance Fund (IWIF)

“The Injured Workers' Insurance Fund (IWIF) has specialized in providing workers' compensation insurance to Maryland businesses since 1914. “



“**IWIF's Mission:** To provide Maryland businesses with a readily available source for workers' compensation insurance that features high quality products and services at a fair price; and to protect workers and employers by championing workplace safety.”

- taken from [www.iwif.com](http://www.iwif.com)

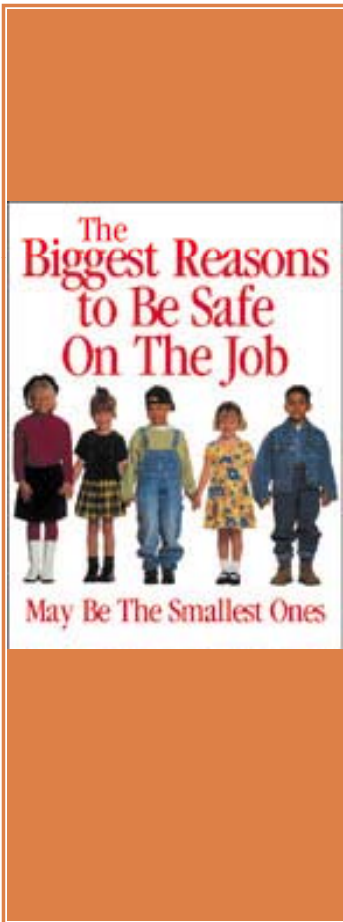
**SAFETY SAVES *With* IWIF**

# IWIF (continued)

---

- Adjustor responsibilities
- Authorizations
- Questions from Adjustor
- Acceptance/Denial
- Early Intervention
- Seminars offered
- Loss Prevention Services offered
- Forms and Publications offered

# IWIF (continued)



*An ounce of prevention  
is worth a pound of cure.*



- Doctor's note
- Limitations/light duty/reasonable accommodation

## Return to Work

*"Safety comes in cans: I can, you can, we can."*