

# IF YOU GET HURT ON THE JOB

## **REPORTING YOUR INJURY/ACCIDENT:**

- **Inform your supervisor or principal RIGHT AWAY of all accidents or injuries, even if no medical intervention is necessary at the time.**
- **Complete the "Employee's Accident Report Form" (available in all school building offices, nurses' offices, the district office and our website). If possible, complete this form before seeking medical attention.**
- **Give the completed form to your supervisor/principal, who will complete the "Supervisor's Accident Investigation" form. Your supervisor is responsible for submitting both forms to the safety coordinator.**
- **Please call (or have your supervisor call) the safety coordinator to notify her of your accident/injury, preferably before you leave work.**

## **IF YOU NEED MEDICAL ATTENTION:**

### ***Non life-threatening emergencies for initial evaluation and treatment:***

- **St. Alphonsus Occupational Medicine, 315 E. Elm St. Ste. 100, Caldwell, (208) 459-8297**
- **St. Alphonsus Occupational Medicine, 1200 Garrity Blvd., Nampa, (208) 446-8912**

**For life-threatening emergencies call 911 or  
report to the nearest hospital.**

## **After your appointment:**

- **Give a copy of the "Return to Work" form to your supervisor and forward the original to the safety coordinator at the district office.**
- **If you are unable to return to work or if you have been given work restrictions, contact the safety coordinator immediately.**

**For Questions or Assistance Contact:  
Susan James, Secretary/Safety Coordinator  
Phone: 454-0445 Fax: 454-0778**