

S&S CISD
Instructions for Filing First Report of Injury on the Job

Employee

- Reports all injuries on the job or work related incidents immediately to supervisor or campus principal.
- Notifies supervisor or principal immediately of all lost time due to workers' compensation injury.

Supervisor, Managers, Principals, Nurses

- Directs employee to the Campus WC Contact upon notice of any injury or incident on the job immediately, no later than 24 hours from first knowledge.
- Ensures a S&S CISD Report of Injury is completed and filed with on all incidents REGARDLESS of employee's cooperation.

Campus/Location WC Contact

- Upon notice of an injury, prints out S&S CISD Workers' Compensation Information Packet
- Ensure Injured Employee or Supervisor completes S&S CISD Report of Injury.
- Go over Workers' Compensation Reference Sheet and have employee initial and sign. Give copy of signed form to Employee
- Ensure Employee signs and completes Employee Election of Benefits. Give copy of signed form to Employee.
- Advise Employee that Notice of Injured Employee Rights and Responsibilities in the Texas Workers' Compensation System is available on website and that they will receive copy with First Report of Injury from Benefits.
- Fax AND then send via interoffice mail all signed paperwork to the Administration Office.

Benefits Specialist

- Upon receipt of First Report of Injury Submission completes FROI and submits to School Comp.
- Saves copy of FROI for S&S CISD Records and mails copy to employee. Ensure copy of Rights and Responsibilities is attached to FROI when mailed to Employee.
- Complete D6 Supplemental Report of Injury upon notice of lost time, return to work, or partial days or cut in pay.
- Ensure D3SD Wage Statement is completed and filed upon request.