

## WORKER'S COMPENSATION REPORTING PROCEDURES

Procedure for reporting injuries:

- Any employee injured during performance of District duties shall report the injury to his/her Supervisor and Peggy Bush (231-238-9394 ext. 243) at the District business office, even if medical treatment is not expected to be needed.
- Complete the **Employee's Report of Injury**. Email ([bushp@copese.org](mailto:bushp@copese.org)) or fax (231-238-8551) the report to Peggy Bush. ***The only exception will be if an injury is of such a nature that it requires immediate emergency attention. In that case, treatment should be sought*** and a report of the accident made to the District business office at the earliest opportunity. The form can be found at [www.copese.org](http://www.copese.org) under Employment, COP ESD Personnel Forms. The form can be downloaded and printed. The form needs to be faxed, once completed, or scanned as an attached in an email to Peggy. FAX: 231-238-8551; email: [bushp@copese.org](mailto:bushp@copese.org).
- Proceed to an approved treatment center (see list next page). An **Initial Authorization to Treat** form will be provided to the authorized medical provider by Peggy Bush, if the injured employee is unable to take the form with him/her.
- Supervisor should complete the **Supervisor's Report of Accident** and turn in to Peggy Bush.
- To report the accident to the immediate supervisor or superintendent, call the office or their cell phone. Central office phone: 231-238-9394 or 800-354-2327.

<u>Supervisor</u>	<u>Ofc. Ext.</u>
Donna Jones	313
Jeff Reinelt	217
Jessica Szymoniak	209
Rich Marshall	336
Karyn Rauch-Smock	211
Jamie Huber	200

