

EMPLOYEE'S RESPONSIBILITIES...

- Report any and all hazards in and around their immediate workplace and school grounds to their direct supervisor/management
- Adhere to all safety practices as described by the School Site and Safety committee
- If interested, complete their physician pre-designation form prior to an accident. Otherwise, the employee will be directed to the Districts Designated Medical Facility for treatment.
- After an injury and if beyond First Aid, thoroughly complete their section of the DWC1 Employee Claim Form.
- Adhere to the treating physicians orders and comply with the treatment plan including keeping final appointments through discharge.
- Immediately after their medical appointments, submit all Doctors notes, pertaining to their work status, to their immediate supervisor, Risk Manager, or Responsible Workers' Compensation Contact.
- If the district has a Return-to-Work program, and has made available a transitional task that accommodates the Work Restrictions described by the treating physician, the injured employee must make an effort to return to the workplace and adhere to the work restrictions.
- Employee should make an effort to schedule medical appointments, including physical therapy, before or after their work shift. If the medical facility does not have extended office hours, the employee should make every effort to schedule their appointments as close to the beginning/end of their work shift so as not to disrupt the employee/districts work schedule. This will also conserve the employees leave benefits.