REPORTING WORK PLACE INJURIES
LEECH LAKE BAND OF OJIBWE

Supervisor or Employee will determine whether or not immediate medical attention is necessary.

• Supervisor or Employee will determine:
  o The type of transportation needed to a health care facility.
  o Will send Physicians Report form and the Leech Lake Band of Ojibwe Employee Return to Work Plan with the Employee
    • Employee’s Physician fills out forms and returns them to Employee.
    • These forms must be completed and returned to supervisor immediately after treatment. They are also required before the Employee can return to work.

In the event of an injury the Employee must notify his/her supervisor within 24 hours to complete the Employer’s Report of Industrial Injury form. This form is for our insurance carrier so they have information in the event of a Worker’s Compensation Claim.

  o This form needs to be completed as soon as possible; a recommendation is to immediately email a copy to Evelyn Howard, Health & Safety Claims Specialist at the Regulatory Board Office before sending over the original.

• Send the Original to Evelyn Howard, Health & Safety Claims Specialist at the Regulatory Board Office.
• Keep a copy for the Department Records
• Keep a copy in the employee’s Personnel File

Supervisor will start (before the end of your shit) a Supervisor’s Accident Investigation Report. They will then sit down with Employee and complete the report. This form is used for internal investigation into the illness/injury. It will indicate the corrective actions needed to be taken to prevent future accidents.

• Send the Original to Evelyn Howard, Health & Safety Claims Specialist at the Regulatory Board Office.
• Keep a copy for the Department Records
• Keep a copy in the employee’s Personnel File

Employee’s Physician fills out a Leech Lake Band of Ojibwe Employee Return to Work Plan and employee returns form to supervisor. If the employee is unable to return to regular duty, it is the Supervisor’s responsibility to find the employee work within the physician’s restrictions. Notify Mike Brown, Health & Safety Director 218-335-7504 if you are unable to find transitional work for the injured employee.

• Send the Original to Evelyn Howard, Health & Safety Claims Specialist at the Regulatory Board Office.
• Keep a copy for the Department Records
• Keep a copy in the employee’s Personnel File