



HAS YOUR EMPLOYEE BEEN INJURED ON THE JOB?
WORKSITE AND APPOINTING AUTHORITY'S
RESPONSIBILITIES: THE FIRST 5 STEPS



Worksite and Appointing Authority Steps

Help create an environment at your worksite that helps injured and ill employees get back to work sooner.

1. Provide a welcoming environment (culture trumps policy every time).
2. Welcome Transitional Duties (formerly known as Modified or Light Duties) and regard these work assignments as helping the employee with their recovery and transition back to regular duties.
3. Encourage Early Return To Work.
4. Support a culture where co-workers are supportive of staff that are injured/ill.
5. Did Day Zero Reporting occur?
 - Ask: Did we find out about the injury right away?
 - If not, ask: Why not?

Contacts	
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