

### EMPLOYEE/STUDENT RESPONSIBILITIES:

1. Report incident/event **immediately** to your supervisor/instructor and Assistant Director of Facilities Management.
2. Assess injury for first aid or medical treatment.
3. Complete the [Accident/Injury Report](#) immediately and submit to [ndscs.safety@ndscs.edu](mailto:ndscs.safety@ndscs.edu) – **24-hour reporting requirement**.
4. If you need medical care, report to NDSCS Designated Medical Provider – Sanford Health or Essentia Health.
5. Employee brings a [Report of Workability](#) to the Medical Provider for each visit.
6. You are required to follow medical restrictions 24/7.
7. You are required to accept modified work.
8. Keep Supervisor/Instructor and Assistant Director of Facilities Management informed of referrals, restrictions, and medical visits. Employee sends signed Report of Workability to your supervisor and Assistant Director of Facilities Management.
9. Sign and date all documents.

### SUPERVISOR/INSTRUCTOR RESPONSIBILITIES:

1. Assess the injury for first aid or medical treatment. If medical treatment is needed, send, or take employee/student to the Designated Medical Provider.
2. Contact Assistant Director of Facilities Management immediately if injury requires a doctor's appointment.
3. Assess the event/incident for immediate hazards and conduct investigation.
4. Identify Corrective Actions to prevent similar incidents from occurring again.
5. Repair, replace, remove or retrain/train.
6. Supervisor monitors the Report of Workability and provides temporary accommodation for restrictions.
7. Notify Assistant Director of Facilities Management immediately if employee misses work due to injury.
8. Work with the injured employee/student and Assistant Director of Facilities Management throughout the claims process.
9. Ensure all documents are submitted to Assistant Director of Facilities Management.