

**\*Incident/Accident Occurs.**

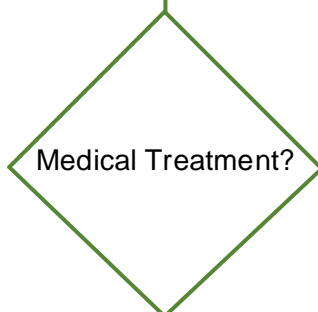
# Early Return to Work Process

Employee reports an incident/accident to manager/supervisor.

Agency Incident/Accident report form is completed by injured worker & manager/supervisor.

Injured worker and manager/supervisor analyze incident to determine potential ways to prevent reoccurrence of the event.

Send copy to Safety Committee with employee information removed.



No

Retain a copy of the Incident/Accident report form in employee's file. (not personnel file)

Yes

Manager/supervisor reviews injured worker rights/responsibilities with worker.

Complete Workers' Compensation Claim Form 801.

Send to SAIF Corporation to 1-800-475-7785. Submit within 5 days of Injury.

Injured worker brings Release to Return-to-Work (RTW) form to medical provider.

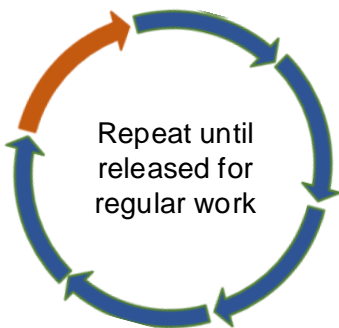
Worker brings completed RTW form to manager/supervisor\*

\*If an injured worker provides a RTW form, but a manager/supervisor is unable to provide transitional/modified duties within their work unit, please refer to page 2 of this Flow Chart.

Worker released to return to regular work with no restrictions.

Manager/supervisor returns worker to work within restrictions.

Worker is not released to return to any work.

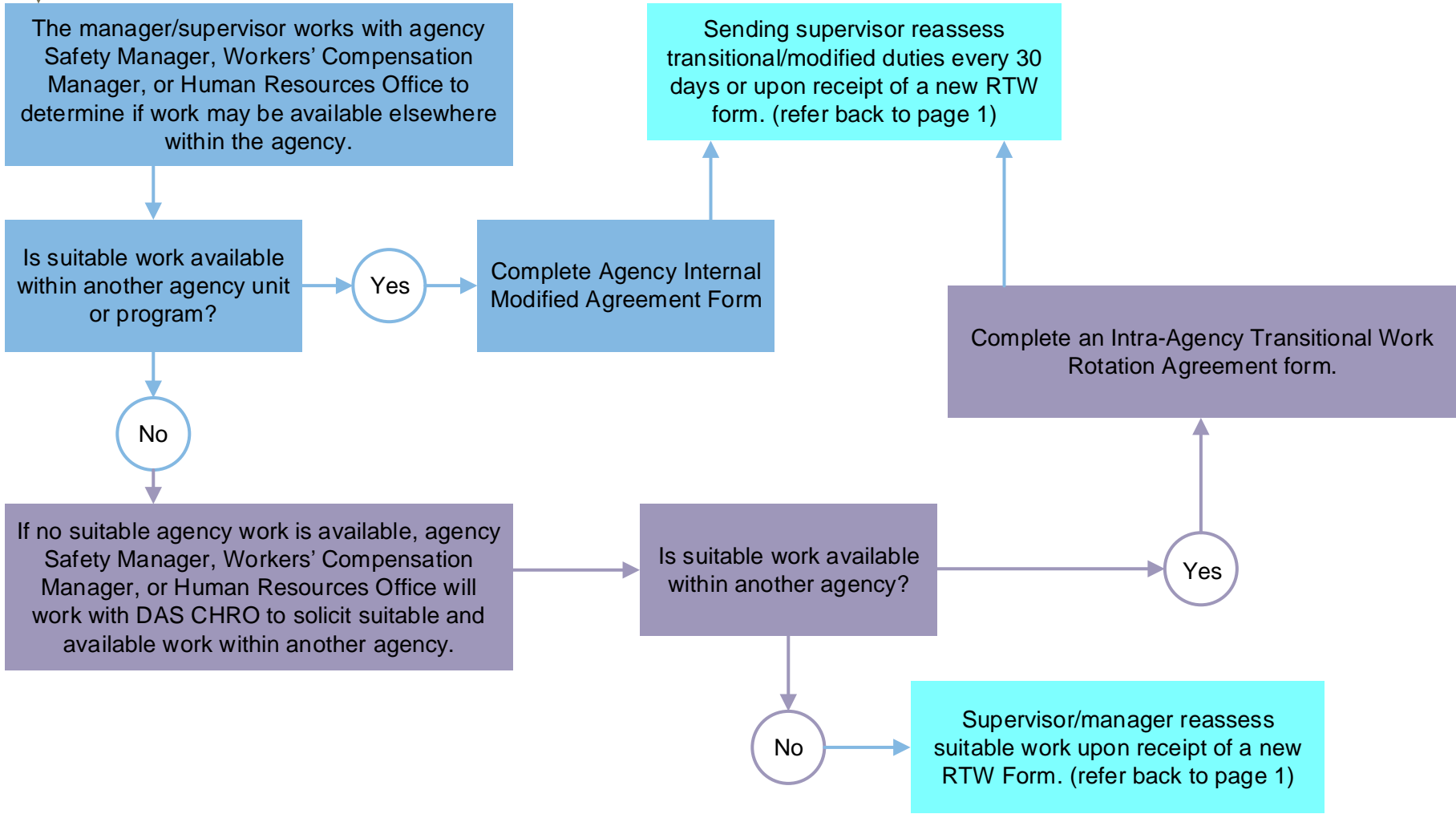


Injured worker brings RTW form to follow up appointment with their medical provider.

**Note:** Please refer to DAS policy Early Return to Work of Injured Workers (50-020-05) for additional requirements and review the States Record Retention Schedule requirements detailed in OAR 166.300-0010 through 166.300-0045 to determine how long to retain an employees Incident/Accident related documents.

\*If an injured worker provides a RTW form, but a manager/supervisor is unable to provide transitional/modified duties within their work unit.

**\*Distance Considerations:** In general (per ORS 656.268(4)(c)) an offer of modified employment may be refused by the worker without the termination of temporary total disability benefits if the offer is at a work site more than 50 miles one way from where the worker was injured unless the site is less than 50 miles from the worker's residence. Other rights of refusal are highlighted in this ORS are included in the template Bona-Fide Job Offer Letter to the employee. **Agencies should verify applicable collective bargaining agreements for any additional limitations, parameters and considerations.**



**Note:** Please consider whether or not your agency's funding sources will allow for this type of arrangement with another agency. (Ex. Federal grant requiring specific work to be completed by a specific agency for eligibility of reimbursement.)