**Routing Slip for 1st Report of Injury for Staff**

Date of Injury: \_\_\_\_\_\_\_ Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff injured: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All forms including this cover sheet are to be faxed over to CO. Date each step when completed.**

1. Staff who are injured while at work for Growthways must:
   1. \_\_\_\_\_\_ *(date)* report the injury to the Administrator on Call or if unable due to the injury should make arrangements for another staff to make the call.
   2. \_\_\_\_\_ *(date)* Fill out a First Report of Injury form, Growthways Incident report (2 pages) and this cover sheet & fax to the office. If you are unable to do so because of your injury, your co-worker, Assistant Manager or the Manager, must complete and fax to CO.
   3. \_\_\_\_\_ *(date)* the report should be delivered to the HR office (within 24 hours of incident). If the report is faxed, the original should be delivered as soon as reasonably possible afterwards.
   4. \_\_\_\_ *(date)* Manager must bring all original reports & the cover sheet along with a copy of the log notes from the day of injury to CO and place in the IR box. Inform your supervisor when you have done this.
   5. \_\_\_\_\_ *(date)* Coordinator will speak to all staff involved and complete the back side of GW IR
2. \_\_\_\_\_ (*date)* **HR** will review and complete any remaining information, then file the report online to **Massachusetts Bay Self-Insurance Group, Inc.** (<https://mbsig.org/> ), who is our Worker’s Compensation insurance company. If HR did not reach the employee before submitting, then that effort will continue in order to hear directly from the employee. Meanwhile, it is important to file the report promptly and gather additional information later.
3. \_\_\_\_\_ (*date)* If the injured staff will miss work, the Coordinator or HR must complete and submit a Request for Paid Time Off/Leave of Absence and email to JDS.
4. \_\_\_\_ *(date)* The Coordinator (& WPV Administrator if appropriate) will investigate the report by speaking with all involved and reviewing the written documentation. Coordinator will complete the Coordinator Review and Action Plan sections of the Growthways Incident Report. WPV Administrator will also sign off on investigation and log in event. Review and Action Plan will then be forwarded to JDS for finalization.
5. \_\_\_\_\_*(date)* Forward to Janine for review / Sign off
6. \_\_\_\_\_ *(date)* Margaret will forward all reports to: MB, JDS, DL, Coordinator, Safety Committee, and original to HR.