

# HOPKINS

PUBLIC SCHOOLS



To: Workers' Compensation Contacts  
From: Jill Joyce  
Benefits Coordinator  
952-988-4012  
Re: Work Related Injury Procedures

Enclosed are the Workers Compensation forms that our injured employees should be given.

**In the event of an emergency or employee death**, please contact me at x4012 as soon as possible. If there is no answer or it is after hours, leave a message. If an employee is seriously injured or becomes seriously ill at work, please notify me as soon as you are aware of the situation so that we can inform state and federal OSHA. *All employee deaths which occur on the premises, including those by natural causes, must be reported to OSHA within 8 hours.* Thank you for your help.

Enclosed you will find four forms.

- The first form is the previously mentioned Hopkins School District Employee Injury Statement. **This is to be filled out by the employee and returned to the Benefits office as soon as possible.**
- The second is the Employee Information Sheet provided by the state of Minnesota and should be given to the employee.
- The third and fourth forms are information provided by district and must be given to the employee at the time s/he reports an injury. They may see the doctor/clinic of their choice, however, **we are encouraging all employees to use the clinics listed.** No referral is needed to use these clinics, however an appointment is necessary (info included in packet).

Please make these forms available so that anyone who works in a supervisory capacity can access them when needed. Completed injury statements must be sent to **the Benefits office at Eisenhower Community Center within 24 hours of the injury.**

If a supervisor's signature is not obtainable, do not wait for it. **Send in the form anyway.** The signature can come later. The District has received multiple fines due to late filing.

If the employee receives medical care for the injury, they will receive a Work Ability Report or other doctor's note. Please submit a copy of this report to my attention as soon as possible. Thank you!