SUPERVISOR RESPONSIBILITIES

1) Maintain a safe working environment for employees.

2) Communicate workers’ compensation reporting procedures to your staff.

3) Upon your knowledge of an employee’s injury or illness, direct the employee to the Employee Responsibilities section of this web page. Advise the employee to complete the University of Miami Incident/Accident (“Incident/Accident”) Form. Please note section “F” of the Incident/Accident must be completed by the supervisor/manager.

4) The supervisor/manager must complete section “F” of the University of Miami Incident/Accident Form sign and date the form. Give the form back to the employee; maintain a copy of the form for the employees personnel file.
   a. Either the employee or the supervisor can email or fax the employees completed Incident/Accident Form to Risk Management.
   Risk Management: Email:  riskmanagement@miami.edu  Fax: 305-284-3405

5) Direct the employee to a medical facility listed on the University’s Approved Medical Providers list. If the injury is life threatening (e.g. loss of consciousness, deep laceration, head injury, fall from a ladder, down a staircase, possible loss of life or limb) call 911.

6) Make sure the injured employee submits the Incident/Accident Form (via electronic submission, email or fax) to the Department of Risk Management within 24 hours of your knowledge of the incident or illness.

7) Investigate the accident to determine cause.

8) Identify procedures for the prevention of future accidents if possible.

9) Provide requested reports or documentation to the Department of Risk Management, and your designated HR Representative and Leave Coordinator.

10) When medical documentation is received from the employee, email this documentation to your HR Representative and Leave Coordinator.