

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, your designated HR Representative and Leave Coordinator. *E.g. Employee's job description, DWC25 Form, Work Status Form, etc.*
- 10) When medical documentation is received from the employee (e.g. the DWC25 form), email this documentation to your HR Partner and Leave Coordinator.
- 11) Additional Contacts: The hyperlinks to Human Resources and the Leave Management Team are provided below to assist you in determining who your designated HR Partner is, and how to contact the Leave Management Team.
 - a) Human Resources hyperlink: [Contact Your HR Partner](#)
 - b) Leave Management Team hyperlink: [Leave Management](#) Email umloa@miami.edu