

How Do I Report a Worksite Injury?

Worksite Supervisors are required to **report any worksite injuries** within 24 hours of when an incident occurs, even if your participant advised that they do not want to file a claim. All reports of injuries and illnesses must be reported to your Worksite Liaison. The guide below can help with any questions you might have to be prepared for a situation that could occur at your worksite.

<p>Take immediate action</p>	<p>If your participant becomes hurt or ill, provide first aid assistance if needed.</p> <p>If the injury is serious or life-threatening, call 911. If the injury is not severe, provide support as appropriate.</p>
<p>Report all injuries and illnesses</p>	<p>You must report the injury to your Worksite Liaison and The DPI Group no more than 24 hours after the incident.</p> <p>Your participant is encouraged to complete this form with The DPI Group, the Employer of Record. They will follow up to collect additional information as needed.</p>
<p>How do I contact my Worksite Liaison?</p>	<p>Contact information for your Worksite Liaison can be found in your Work Experience Training Agreement or Worksite Agreement.</p>
<p>What happens after an injury is reported?</p>	<p>Return to Work Authorization is required if a participant receives medical treatment.</p> <p>Before the participant can return to work, they must submit a release form from the treating doctor to the Worksite Liaison and The DPI Group.</p>
<p>Who do I contact with any questions?</p>	<p>Please contact your Worksite Liaison with any questions or concerns you may have.</p> <p>You may also send an email at any time to our program support email at help@summerworkspdx.org. Please be sure to provide your name and worksite.</p>