

# Employee Injury Reporting Process

Last Updated: 3/19/2026

## Step 1. Report Injury

The employee reports the injury.

## Step 2. Determine Need for Medical Treatment

Determine whether medical treatment is needed.

- If **no**: The supervisor completes and submits the First Report of Injury (FROI). If the employee seeks treatment later, proceed to Step 3.
- If **yes**: The employee goes to an approved medical provider for treatment. Proceed to Step 3.

## Step 3. Submit FROI

The supervisor completes and submits the FROI.

## Step 4. Conduct Investigation

The supervisor conducts an accident investigation, with EHS assistance if needed.

## Step 5. Provide Return-to-Work Documentation

After each appointment, the employee provides Return-to-Work (RTW) documentation from the medical provider to the supervisor.

## Step 6. File Documentation

The supervisor files RTW slips for the duration of the injury and sends copies to required departmental personnel.

## Step 7. Determine Work Status

Is the employee released from care?

- If **no**: Continue to step 8.
- If **yes**: No further action is required.

## Step 8. Determine Work Restrictions

Did the employee return with restrictions?

- If **no**: The employee returns to the medical provider. Then return to Step 5.
- If **yes**: The supervisor reviews the task list and works with EHS and the Worker's Compensation administrator to assign restricted duties.